

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Tuberculosis (TB) Test

I hope this letter finds you well. I am writing to formally request a tuberculosis (TB) test for the following reasons:

1. ****Introduction****

- Brief introduction of yourself
- Purpose of the request

2. ****Reason for Testing****

- Explanation of any symptoms (if applicable)
- Recent exposure or travel history
- Requirement for employment/school/immigration

3. ****Preferred Testing Location****

- Specify if you have a preferred clinic or facility

4. ****Contact Information****

- Provide contact details for any follow-up

5. ****Closing****

- Thank the recipient for their attention
- Express hope for a prompt response

Sincerely,

[Your Name]