

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a Tuberculosis (TB) test in light of [specific reason for the request, e.g., new job requirements, travel plans, health concerns].

As part of [explain any relevant context, such as employment requirements, school enrollment, etc.], I understand that a TB test is necessary to ensure the health and safety of myself and others.

I would appreciate your guidance on how to proceed with scheduling the test, as well as any necessary forms or documentation I may need to complete.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]