

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

Dear [Recipient's Name],

Subject: Request for Tuberculosis Test

I hope this message finds you well. I am writing to request a tuberculosis (TB) test for [reason for the test, e.g., employment requirement, travel, etc.].

Please let me know the available times for an appointment and any information regarding preparation for the test, if necessary. I am willing to comply with any requirements and can provide any additional information needed.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]