

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

Dear [Recipient Name],

Subject: Tuberculosis Screening Request

I hope this letter finds you well. I am writing to request a tuberculosis (TB) screening for [provide the name of the individual or group] as part of our [brief explanation of the reason for the screening, e.g., employment requirement, health concern, etc.].

Details of the individual/group to be screened:

- Name: [Name]
- Date of Birth: [DOB]
- Address: [Address]
- Contact Number: [Phone Number]

The screening is requested to be performed on or before [specific date] to ensure compliance with [any relevant regulations or guidelines].

Please let me know the necessary steps to facilitate this request, including any required documentation and potential costs. If you need any additional information, do not hesitate to reach out.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]