

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to inquire about the Tuberculosis (TB) testing procedures offered at your facility. I would like to know more about the types of tests available, the process for scheduling an appointment, and any associated costs. Additionally, I would appreciate information regarding the time frame for receiving test results.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]