

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

Dear [Recipient 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, medical examination, symptoms noticed, etc.].

I would appreciate your assistance in scheduling the test at your earliest convenience. Please advise on the necessary steps I need to take prior to the appointment, including any required forms or documents I should bring.

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

Sincerely,

[Your Name]