

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

Dear [Recipient's Name],

I am writing to confirm that [Player's Name], born on [DOB], has completed the necessary tuberculosis (TB) testing as required for participation in [specific sport(s)] at [School/Organization Name]. The TB test was conducted on [Date of Test] and the results were [negative/positive]. If applicable, any further actions taken have been noted below.

[Details of any required follow-up steps, if a positive result is given, or simply state "n/a" if negative.]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]