

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

[Recipient's Name]
[Recipient's Title]
[Radiology Department/Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ultrasound Inquiry

I hope this letter finds you well. I am writing to inquire about the availability and specifics of ultrasound services provided by your radiology department.

Specifically, I am interested in the following:

1. Types of ultrasound examinations offered (e.g., abdominal, pelvic, cardiac, etc.)
2. Appointment scheduling process and wait times
3. Preparation instructions for various ultrasound procedures
4. Any insurance or payment information that may be relevant

I would appreciate any brochures or detailed information regarding your services, as well as guidance on how to proceed with scheduling an appointment.

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

Sincerely,

[Your Name]