

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for VQ Scan Appointment

I hope this letter finds you well. I am writing to request an appointment for a ventilation-perfusion (VQ) scan, as it has been recommended by my physician, [Doctor's Name], for further evaluation of my condition.

Details of my situation are as follows:

- Patient Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Insurance Provider: [Your Insurance Provider]
- Insurance Policy Number: [Your Policy Number]

Please let me know the available dates and times for the scan, and if you need any additional information or documentation from my physician.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]