

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: VQ Scan Results

I hope this letter finds you well. I am writing to provide you with the results of the VQ (Ventilation-Perfusion) scan conducted on [Date of Scan].

The findings are as follows:

1. ****Ventilation:**** [Describe the ventilation findings]
2. ****Perfusion:**** [Describe the perfusion findings]
3. ****Interpretation:**** [Provide the interpretation of the results, any abnormalities noted, and implications]

Please feel free to reach out for further discussion or if you have any questions regarding these results.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Institution/Organization, if applicable]