

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

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

Dear [Recipient's Name],

Subject: Request for VQ Scan

I am writing to request a VQ scan for [Patient's Name], who is scheduled for [reason for the scan/symptoms]. The scan is necessary to [brief explanation of the medical need].

[Optional: Include any relevant patient medical history or specifics about the scan.]

Please let me know the available dates for scheduling this procedure.

Should you require any further information, do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]