

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

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

Dear [Recipient's Name],

Subject: Request for VQ Scan

I hope this letter finds you well. I am writing to formally request a VQ scan as part of my medical evaluation.

[Briefly explain the reason for the request, including relevant medical history or symptoms.]

I would appreciate your assistance in scheduling this procedure at your earliest convenience. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Medical Provider, if applicable]