

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

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

Dear [Recipient Name],

Subject: Request for VQ Scan Appointment

I hope this letter finds you well. I am writing to formally request an appointment for a Ventilation-Perfusion (VQ) scan. My physician, [Physician's Name], has recommended this test to further investigate [briefly explain reason, e.g., potential pulmonary issues, shortness of breath, etc.].

Please let me know the available dates and times for the scan, as well as any preparatory instructions I need to follow prior to the appointment.

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

Sincerely,

[Your Name]
[Your Patient ID (if applicable)]
[Your Date of Birth]