

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

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

Dear [Recipient Name],

Subject: VQ Scan Correspondence

I hope this letter finds you well. I am writing to discuss the recent VQ scan results for [Patient's Name or Reference Number] dated [Date of Scan].

[Briefly explain the purpose of the correspondence, such as requesting clarification, discussing results, or scheduling follow-up appointments.]

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

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Your Company/Organization] (if applicable)