

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Hospital/Clinic Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding VQ Scan

I hope this message finds you well. I am writing to inquire about the VQ scan procedure that I am scheduled to have on [insert date]. I would like to gather some information regarding the preparation, what to expect during the procedure, and any potential follow-up needed afterward. Additionally, if there are specific instructions I should follow prior to the appointment, please let me know.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]