

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

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

Dear [Recipient's Name],

Subject: VQ Scan Appointment Confirmation

I hope this letter finds you well. I am writing to confirm my appointment for a VQ (Ventilation-Perfusion) scan scheduled on [Date] at [Time]. The procedure will take place at [Location/Facility Name].

If there are any specific instructions or preparations I need to follow prior to the scan, please let me know. I appreciate your assistance in this matter and look forward to the appointment.

Thank you for your attention.

Sincerely,
[Your Name]