

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

[Recipient Name]
[Recipient's Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit the documentation for the VQ scan as per the outlined requirements. Enclosed with this letter, please find the following materials:

1. Patient's identification information
2. Clinical history and reasons for the VQ scan
3. Relevant imaging reports
4. Any other required forms or documentation

Please let me know if any additional information is needed or if there are any further steps I should take in this process. I appreciate your prompt attention to this submission.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Professional Title]
[Your Institution/Organization]