

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Facility/Organization Name]
[Facility Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to confirm my upcoming VQ scan scheduled for [date] at [time]. As per your pre-appointment instructions, I have completed the necessary preparations, including [list any preparations, if applicable]. Please let me know if there are any additional documents or information needed prior to the appointment.

Thank you for your assistance.

Sincerely,

[Your Name]