

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Upcoming Ventilation-Perfusion (VQ) Scan

I hope this letter finds you well. I am writing to inform you about your upcoming Ventilation-Perfusion (VQ) scan scheduled for [date] at [time]. This test will take place at [location].

The VQ scan is a specialized imaging procedure that evaluates blood flow and airflow in the lungs. It is crucial for diagnosing conditions such as pulmonary embolism or other lung-related disorders.

Please arrive at least [number] minutes prior to your appointment. Ensure to follow any pre-scan instructions provided, which may include fasting or avoiding certain medications.

If you have any questions or need to reschedule, please do not hesitate to contact our office at [phone number] or [email address].

Thank you for your attention to this matter. We look forward to seeing you on [date].

Sincerely,

[Your Name]  
[Your Title]  
[Institution/Organization Name]  
[Contact Information]