

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

[Recipient's Name]
[Recipient's Title]
[Facility/Clinic Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a white blood cell test for [specific reason for testing, e.g., symptoms, follow-up, etc.].

Please let me know if you require any additional information or if there are specific procedures I need to follow prior to the test.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Information]