

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

[Recipient Name]  
[Recipient Position]  
[Medical Institution/Clinic Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request a white blood cell (WBC) analysis for my recent health assessment. After discussing my symptoms with my healthcare provider, it was recommended that I undergo this test to better understand my immune system function.

Please let me know the necessary steps I need to take to facilitate this request, including any additional information or documentation required.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]