

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Medical Office/Clinic Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my appointment for a WBC (White Blood Cell) test scheduled for [Date] at [Time]. Please let me know if there are any specific instructions I need to follow prior to the test.

Thank you for your assistance.

Sincerely,

[Your Name]