

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

Dear [Recipient Name],

Subject: White Blood Cell Count Results

I hope this message finds you well. I am writing to inform you about the recent white blood cell (WBC) count results for [Patient's Name, if applicable] obtained on [Date of Test].

The WBC count is [insert specific result] cells per microliter, which is [indicate whether it is normal, elevated, or decreased, and provide reference ranges if applicable].

Based on these results, we recommend the following actions:

1. [Action 1]
2. [Action 2]
3. [Any additional recommendations or follow-up tests]

Please feel free to reach out if you require any further information or clarification regarding these results.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]