

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

Dear [Recipient Name],

Subject: Notification of WBC Count Results

I hope this message finds you well. I am writing to inform you about the recent white blood cell (WBC) count results obtained from [Patient's Name/ID] during the [specific test or examination] conducted on [Date of Test].

The results indicate a WBC count of [specific value], which [describe the significance of the value, e.g., is within normal range, indicates leukocytosis/leukopenia, etc.].

For further evaluation, I recommend [suggest any follow-up actions, additional tests, or consultations if necessary].

Please feel free to reach out if you have any questions or require further details regarding this matter.

Thank you for your attention to this important information.

Sincerely,

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