

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

Dear [Recipient Name],

Subject: Notification of Upcoming VQ Scan

I hope this letter finds you well. I am writing to inform you about your upcoming Ventilation-Perfusion (VQ) scan scheduled for [date] at [time]. The procedure will take place at [location/facility name].

Please ensure that you arrive at least [X minutes/hours] prior to your appointment to allow time for preparation. If you have any questions or need to reschedule, please do not hesitate to contact our office at [phone number] or [email address].

Thank you for your attention to this matter. We look forward to seeing you.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]