

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Department]  
[Name of Laboratory or Healthcare Facility]  
[Facility Address]

**Subject: Formal Appeal Regarding Missing Laboratory Results Documentation**

Dear [Recipient Name or Medical Records Manager],

I am writing to formally appeal the unavailability of my laboratory test results for the procedure conducted on [Date of Test]. To date, I have not received the documentation for the following tests: [List specific tests, e.g., Complete Blood Count, Lipid Panel].

Despite previous inquiries made on [Dates of previous contact], these records remain missing from my patient file. These results are critical for my ongoing medical treatment and for the coordination of care with my primary physician, [Doctor's Name].

I request a formal review of my file to locate these records or a written explanation as to why the documentation is unavailable. If the samples were lost or the tests were not processed, please provide instructions on how to proceed with a re-test at no additional cost to me.

Please provide an update regarding the status of these results within [Number] business days. I have attached a copy of my testing requisition form and receipt for your reference.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Date of Birth]  
[Patient ID/Account Number]