

[Doctor Name/Practice Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

RE: URGENT: MEDICAL LAB RESULTS

Dear [Patient Name],

We are writing to inform you that we have received the results of your recent blood work performed on [Date of Test]. These results contain abnormal findings that require your immediate attention.

It is important that you contact our office as soon as possible to discuss these results and determine the necessary next steps for your care. Please call us at [Phone Number] during our business hours, or if you are calling after hours, follow the prompts to speak with the physician on call.

If you are experiencing any acute symptoms such as chest pain, severe shortness of breath, or sudden weakness, do not wait for a return call; please proceed immediately to the nearest emergency room or call 911.

We look forward to speaking with you shortly to coordinate your follow-up care.

Sincerely,

[Doctor Name/Signature]
[Practice Name]