

**Date:** [Insert Date]

**Patient Name:** [Insert Patient Name]

**Date of Birth:** [Insert DOB]

**Patient ID:** [Insert ID Number]

Dear [Insert Patient Name],

I am writing to inform you of the results of your recent blood tests conducted on [Insert Date of Test].

Your thyroid function tests have returned results that are outside of the normal range. Specifically, your levels show the following:

- **TSH Level:** [Insert Result] (Normal Range: [Insert Range])
- **Free T4 Level:** [Insert Result] (Normal Range: [Insert Range])
- **[Other Test]:** [Insert Result]

These results may indicate an [overactive / underactive] thyroid gland. To determine the exact cause and discuss potential treatment options, it is important that we schedule a follow-up appointment.

**Next Steps:**

- Please call our office at [Insert Phone Number] to schedule a follow-up consultation.
- Additional testing, such as an ultrasound or further blood work, may be required.
- Continue taking all current medications unless instructed otherwise.

If you have any immediate questions or are experiencing symptoms such as unexplained weight changes, fatigue, or heart palpitations, please mention this when you call to schedule your appointment.

Sincerely,

[Doctor's Name/Signature]

[Clinic/Practice Name]

[Contact Information]