

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

[Date]

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

Dear [Patient Name],

I am writing to share the results of your recent blood work performed on [Date of Lab].

Your Hemoglobin A1C result is [A1C Value]%. This test measures your average blood sugar levels over the past three months. Our target goal for your A1C is [Target Value]%.

Based on these results, we need to adjust your diabetes medication to help better manage your blood sugar levels. Please follow the updated instructions below:

- **Current Medication:** [Name/Dosage]
- **New Instruction:** [Increase/Decrease/Discontinue/Start New Medication]
- **New Dosage/Frequency:** [Specific Instructions]
- **Effective Date:** [Date]

Please continue to monitor your blood sugar at home as previously discussed and maintain your current diet and exercise routine.

We would like to schedule a follow-up appointment in [Number of Weeks/Months] to review your progress. Please call our office at [Phone Number] to schedule this visit. If you experience any new symptoms or have questions regarding this change, do not hesitate to contact us.

Sincerely,

[Provider Name, Title]
[Practice Name]