

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

**Subject: Access to Your MRI Scan Results**

Dear [Patient Name],

This letter is to inform you that the results of your recent MRI scan performed on [Date of Scan] are now available for viewing through our secure online patient portal.

**How to Access Your Results:**

- **Portal Website:** [Insert URL]
- **Username:** [Insert Username or Instructions]
- **Temporary Password:** [Insert Password if applicable]

Once you log in, navigate to the "Test Results" or "Imaging" section to download your report and view the images.

**Next Steps:**

Your referring physician, [Doctor's Name], has also received a copy of these results. They will review the findings and contact you if any follow-up appointments or treatments are necessary. If you have not heard from your doctor's office within [Number] business days, please contact them directly at [Doctor's Phone Number].

If you experience any technical difficulties accessing the portal, please contact our IT support desk at [Support Phone Number] or email [Support Email Address].

Thank you for choosing [Facility Name] for your diagnostic imaging needs.

Sincerely,

[Sender Name/Department]

[Facility Name]

[Facility Phone Number]