

[Doctor or Clinic Name]
[Department Name]
[Phone Number]
[Address]

Date: [Date]

Patient Name: [Patient Name]
Date of Birth: [DOB]
Patient ID: [ID Number]

URGENT: ACTION REQUIRED REGARDING YOUR TEST RESULTS

Dear [Patient Name],

We have received the results of your recent diagnostic test ([Name of Test]) performed on [Date].

The results require your immediate attention. We need you to contact our office as soon as possible to schedule an appointment with [Doctor's Name] to discuss these findings and determine the next steps for your care.

Please call us at [Phone Number] between the hours of [Opening Hours]. If you are calling after hours, please follow the prompts for the on-call physician or leave a message for our nursing staff to return your call first thing tomorrow morning.

If you have already scheduled a follow-up appointment, please call to ensure it is set for the earliest available time.

Sincerely,

[Doctor or Office Manager Name]
[Clinic Name]