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

[Date]

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

RE: Recent Thyroid Function Test Results

Dear [Patient Name],

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

Your thyroid function tests have returned with results that are outside of the normal range. Specifically, your [TSH / T4 / T3] levels indicate that your thyroid is [overactive / underactive].

To ensure we provide the most appropriate care, the following next steps are required:

- **Repeat Testing:** Please visit the lab for a follow-up blood draw on [Date/Timeframe].
- **Medication:** [No change at this time / Start taking [Medication Name] as prescribed].
- **Follow-up Appointment:** Please schedule an office visit to discuss these results and a treatment plan.

Common symptoms associated with these results can include changes in energy levels, weight, or mood. If you are experiencing severe symptoms, please contact our office immediately.

Please call us at [Phone Number] to schedule your appointment or if you have any questions regarding these results.

Sincerely,

[Doctor's Signature]
[Doctor's Printed Name]