

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

[Date]

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

## **URGENT: ACTION REQUIRED REGARDING YOUR LAB RESULTS**

Dear [Patient Name],

We are writing to inform you that we have received the results of your recent blood work performed on [Date of Test]. These results show values that require immediate medical attention and discussion.

**Please contact our office immediately at [Phone Number] to schedule a follow-up appointment or to speak with a clinical staff member.**

Our office hours are [Office Hours]. If you are calling after hours, please [Instructions for after-hours contact, e.g., ask to speak with the physician on call].

If you experience any of the following symptoms before we speak, please proceed to the nearest Emergency Room immediately:

- [Symptom 1]
- [Symptom 2]
- [Symptom 3]

Your health and safety are our primary concerns. We look forward to hearing from you as soon as possible.

Sincerely,

[Doctor's Signature/Name]  
[Title]