

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

[Date]

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

Dear [Patient Name],

We are writing to inform you that we have received the results of your recent laboratory tests performed on [Date of Test].

Your results show some minor findings that are outside of the normal range. While these results are not urgent or an emergency, they do require a follow-up discussion with your healthcare provider to determine the next steps in your care.

Please contact our office at [Phone Number] within the next [Number of Days, e.g., 7-10] days to schedule a follow-up appointment. During this visit, we will review the results in detail and discuss any necessary adjustments to your treatment plan or further testing.

If you have already scheduled a follow-up appointment, please keep that existing time.

Sincerely,

[Provider Name/Signature]  
[Clinic Name]