

[Doctor Name/Practice Name]
[Address]
[Phone Number]

[Date]

[Patient Name]
[Patient Address]

Dear [Patient Name],

I am writing to inform you of the results from your recent thyroid function blood tests performed on [Date].

Your results show that your thyroid levels are outside of the normal range. Specifically, your [TSH / T4 / T3] level was [High / Low].

Abnormal thyroid levels can affect your energy, metabolism, and overall health. To discuss these results and determine the best course of treatment, we need to schedule a follow-up appointment.

Action Required:

- Please call our office at [Phone Number] to schedule an appointment.
- Continue taking your current medications unless instructed otherwise.
- [Optional: Complete follow-up imaging/ultrasound as ordered.]

If you have any urgent symptoms such as a rapid heartbeat, extreme fatigue, or sudden weight changes, please contact us immediately.

Sincerely,

[Doctor Signature/Name]