

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Formal Request to Rectify Laboratory Test Results

To the Laboratory Manager,

I am writing to formally request a correction to my medical records regarding the laboratory test performed on [Date of Test] under Patient ID: [Your Patient ID/Record Number].

Upon reviewing the report for [Name of Specific Test], I identified the following error(s):

- [Description of error 1, e.g., Incorrect date of birth]
- [Description of error 2, e.g., Incorrect test value or reference range]
- [Description of error 3, e.g., Misspelled name]

The correct information should be: [Provide the accurate information here].

I have attached [List of supporting documents, e.g., a copy of my ID or previous test results] to verify this correction. Please update your records immediately and send a corrected copy of the report to both myself and my primary healthcare provider, [Doctor's Name].

Please confirm in writing once these changes have been made. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]