

[Sample Letter]

To,

Date:

The Manager

Dr. Essa Laboratory & Diagnostic Centre

Subject: Provide Laboratory services to family member

Dear Manager,

I (---Name---) bearing CNIC no.\_\_\_\_\_, having Membership/Student/Employee No. \_\_\_\_\_ , would like to refer my parent, spouse or child to get his/her laboratory & diagnostic test done from your laboratory.

Kindly facilitate him/her with the discount set with ICAP:

Membership/Student/Employee No: 00000

Patient name: Mr. /Ms. /Mrs. \_\_\_\_\_

Patient Cell No. : 03\_\_\_\_\_

Patient CNIC: \_\_\_\_-\_\_\_\_-\_\_

Patient Relationship with ICAP Stakeholder:\_\_\_\_\_

You are requested to kindly facilitate him/her for the required services.

Thanks & Regards

\_\_\_\_\_  
Name