To,

[Doctor Name]

[Clinic Name]

Date:

**Subject: Endorsement Letter for Employee Medical Test**

Dear [Dr. John],

I am writing this letter to endorse Mr./Mrs. [Employee Name]’s pre employment medical test from [company name] on [mention Date].

Kindly do the needful and please forward the medical reports and bills on our address given below:

[COMPANY NAME]

[ADDRESS]

With Best Regards,

[Sender’s Name]

[Sender’s Designation]