

# Sample Letter Requesting Medical Records

**From:** Tom Parker  
1928 Twin House Lane  
San Bernardino, California 9372  
+1 523-481-2182

[Date]

**To:** Glenn Daniels  
1426 Riverside Drive  
Chula Vista, California 9774

**Re:** [Your medical identification number or other identifier used]

**Dear Mr. Daniels,**

The purpose of this letter is to request copies of my medical records as allowed by the Health Insurance Portability and Accountability Act (HIPAA) and Department of Health and Human Services regulations.

I was treated in your office at Genesis Hospital Center between April 1, 2020, to March 9, 2021. I request copies of all health records related to my treatment. I understand you may charge a reasonable fee for copying the records, but will not charge for time spent locating the records. Please mail the requested records to me at the above address.

I look forward to receiving the above records within 30 days as specified under HIPAA. If my request cannot be honored within 30 days, please inform me of this by letter as well as the date I might expect to receive my records.

Sincerely,  
Tom Parker  
[Signature]

# **Sample Letter For Requesting Medical Documentation**

**Judy Kronenberger, Julie Ledbetter**



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