Date:

To: (generally the hospital authority)

Subject: Request for medical records

Respected Sir/Madam,

I am writing this letter to formally request you to issue me medical records. I got medical treatment in your hospital in the cardiology department last month. Please issue the medical record including charts, my test reports, their results, consultation notes were written by a doctor and other recommendations. I want you to issue all other related documents that are important for other people to know about the medical care you need.

I know that the hospital will charge me the fee for issuing the copies of the medical record it holds. I am ready to pay all these charges. However, it is a request to you to issue the medical records in time.

I would like to request you to send me all the medical records details in my email at the address mentioned in this letter. However, I will also need a hardcopy of these records. Owing to this, I have attached an envelope with this letter that mentions my address. I am ready to pay the charges for postage.

Regards,

Your name:

Your address:

Your signature: