



## Requesting Medical Records

To request a copy of your medical records, call the clinic or hospital first to find out if they have a request form you need to fill out. Also ask if there is a fee for this service. If the clinic or hospital doesn't have a form, you can use the following text to write a letter.

[insert address of clinic or hospital]

[insert date]

To Whom It May Concern:

I would like to request a copy of my medical records, including all procedures and test results. Please send the records to me at the address below.

Thank you.

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[signature]

Name

Address