

# **Letter to Request a Copy of Health Records**

**[Your Name]**

[Address]

[Letter Date]

**[Recipient's Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's name]

This letter has been written in reference to the patient no. 2175 [patient's name] who got discharged a week ago. I, patient's [father], am requesting a certified copy of the medical record my son has in your hospital for his further treatment abroad. His name is [patient's name] and he is [19] years old. He has brain hemorrhage stage 2 and he has been a patient at your hospital for two years. Now, he has been referred to the neurosurgeon at [Capital Hospital New York]. And thus, I request you to issue the health record of my son as soon as possible.

If you need any verification of the information about me and/or my son you can contact me on the following number [sender's number] or you can email me on the address [email address of the sender]. I will be grateful if you entertain my request soon.

Thank you very much.

Yours Sincerely,

**[Your Name]**

[Your Title] -Optional-