

Confirmation of Access Request

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your request for access to electronic records submitted on [Insert Request Date]. We would like to inform you that your request has been received and is currently being processed.

Your request details are as follows:

- **Request ID:** [Insert Request ID]
- **Requested Records:** [Brief Description of Requested Records]
- **Date of Request:** [Insert Date]

We appreciate your patience as we work to fulfill your request. You will be notified once your access is granted or if we require any further information.

If you have any questions, please feel free to reach out to us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]