

Follow-Up Request for Overdue Medical Records

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Department]
[Hospital Name]
[Hospital Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous request for my medical records, originally submitted on [insert date of original request]. As of today, I have not yet received a response or the requested documents.

The medical records are crucial for my ongoing treatment and care, and I would greatly appreciate your assistance in expediting this process. If there are any issues or additional information needed, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]