

Request for Health Records Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a revision of my child's health records currently maintained by [School's Name].

My child's name is [Child's Name], and they are enrolled in [grade/class] for the school year [insert year]. Upon reviewing the health records, I noticed that [briefly explain the discrepancies or issues].

It is important for us to ensure that all medical information is accurate and up-to-date for the well-being of [Child's Name]. Therefore, I kindly ask that you revise the health records accordingly.

If you require any documentation or further information from our side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Relationship to the Student]