

# Medical Records Request Completion Status

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: Status of Medical Records Request

Dear [Recipient Name],

We are writing to inform you about the status of your request for medical records submitted on [Insert Request Date].

Your request is currently being processed. As of today, we have completed the following:

- Verification of your identity
- Compilation of relevant medical documents

We anticipate that the remaining steps will be completed by [Insert Expected Completion Date]. You will be notified once your records are ready for release.

If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]