Medical Records Request Status Update

Date: [Insert Date]

Dear [Patient's Name],

We are writing to provide you with an update regarding your request for medical records dated [Insert Request Date]. Your request is currently being processed.

Status: [Insert Current Status]

Expected Completion Date: [Insert Expected Date]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Title]

[Medical Facility Name]

[Contact Information]