

[Your Name/Department]  
[Organization Name]  
[Date]

[Recipient Name]  
[Recipient Title/Role]  
[Organization/Clinic Name]

Subject: Follow-Up: Resolution of Electronic Health Record (EHR) Syncing Issue

Dear [Recipient Name],

This letter is a formal follow-up regarding the Electronic Health Record (EHR) synchronization issue reported on [Date]. We are pleased to confirm that the technical discrepancy between [System A] and [System B] has been resolved as of [Resolution Date].

The following actions were taken to ensure data integrity:

- Manual audit of patient records between [Start Date] and [End Date].
- Re-synchronization of missing data fields, including [mention specific fields, e.g., lab results, medication lists].
- Implementation of a new validation protocol to prevent future latency.

Please verify that the records on your end are now appearing correctly. If you notice any remaining discrepancies or if any specific patient files require further attention, please notify our IT support team immediately at [Phone Number/Email].

We apologize for any inconvenience this may have caused and appreciate your patience as we worked to restore full system functionality.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]