

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Recipient Name or Medical Records Department]
[Facility Name]
[Facility Address]

RE: URGENT FOLLOW-UP: Overdue Medical Records Request for [Patient Name]

Date of Birth: [Patient DOB]
Original Request Date: [Date of Original Request]

Dear Medical Records Department,

I am writing to formally follow up on my previous request for medical records, which was submitted on [Date] and is now past the expected delivery date.

Despite my initial request, I have yet to receive the following documents:

- [List specific records, e.g., Lab results, Imaging reports, Discharge summary]

These records are urgently required for [Reason: e.g., an upcoming specialist appointment on Date / ongoing continuity of care]. Any further delay may negatively impact my medical treatment plan.

Please process this request immediately. If there is a specific reason for the delay or if additional information is required, contact me at [Your Phone Number] or [Your Email Address] without delay.

I look forward to receiving these records via [Method: e.g., Secure Email / Mail / Pickup] by [Specific Deadline Date].

Sincerely,

[Your Signature]
[Your Printed Name]