

Date: [Insert Date]

To: [Recipient Name/Department]
[Facility/Organization Name]
[Address]

Subject: FOLLOW-UP: Overdue Clinical Records - Final Compliance Notice

Dear [Recipient Name],

This letter is a formal follow-up to our previous notice sent on [Date of Original Notice] regarding outstanding clinical records for the following patient(s):

- Patient Name: [Name] | ID: [ID Number] | Date of Service: [Date]
- Patient Name: [Name] | ID: [ID Number] | Date of Service: [Date]

As of [Current Date], we have not received the requested documentation. These records are now [Number] days past the required compliance deadline.

Please be advised that these records are essential for [Reason: Audit/Billing/Regulatory Compliance]. Failure to provide this documentation by [Final Deadline Date] may result in the following actions:

- Denial or recoupment of claims
- Formal report to the Compliance Committee
- Suspension of [Privileges/Contract]

If you have already submitted these records, please disregard this notice. Otherwise, please upload the documents via [Submission Method] or fax them to [Fax Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Phone Number]