

[Date]

[Patient Full Name]

[Patient Date of Birth]

[Reference/Request Number]

[Provider/Facility Name]

[Department Name]

[Provider Address]

RE: STATUS UPDATE - REQUEST FOR MEDICAL RECORDS

Dear Medical Records Department,

We are writing to follow up on the status of our request for the medical records of the aforementioned patient, which was originally submitted on [Date of Original Request].

As of today, we have not yet received the requested documentation. We understand that processing times may vary; however, this request is now past the standard turnaround timeframe. These records are urgently needed for [Purpose: e.g., continuing care, insurance claim, legal review].

Please provide an update regarding the current status of this request, including:

- The expected date of completion.
- Any outstanding requirements or missing authorizations needed to release the records.
- Confirmation that the request is currently being processed.

If the records have already been sent, please provide the tracking information or the method of delivery used.

Thank you for your prompt attention to this matter. Please contact [Contact Name] at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name/Signature]

[Your Title/Organization]