

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Status Update - Medical Records Retrieval

Dear [Client Name],

I am writing to provide you with an update regarding the status of the medical records retrieval for your case, [Case Number/Reference].

Current Status:

- **Provider Name:** [Medical Facility/Doctor Name]
- **Request Date:** [Date Requested]
- **Status:** [Pending / Partially Received / Follow-up Required]

Next Steps:

[Describe what is being done, e.g., We have sent a second request to the provider / We are currently reviewing the records received for completeness.]

We understand the importance of these documents to your case and are working diligently to ensure all necessary information is obtained. You do not need to take any action at this time. We will notify you once all records have been successfully retrieved and reviewed.

If you have any questions regarding this update, please feel free to contact our office at [Phone Number].

Sincerely,

[Your Name/Firm Name]

[Title]