

Records Request Letter Template

A general template for requesting copies of your own records. Replace the bracketed parts with your details.

This is a general template for requesting copies of records (for example, medical or institutional records). Confirm the correct office and process first.

[Date]

[Your full name and ID number]

[Facility name and unit]

To: [Records office or department]

I am requesting copies of the following records about me: [describe the records and the time period]. Please let me know if there is a form, fee, or procedure I must follow. You may send the records to [address] or notify me how to receive them.

Thank you,

[Your signature and printed name]

Important: This is general information only and is not legal advice. It is not guaranteed to be accepted by any court, prison or agency. Always verify the current requirements with the facility, court, official agency, or qualified legal help before relying on it.