

Insurance Medical Records Message

Subject: Medical Records Request for Insurance Claim Processing

Dear Medical Records Department,

I am requesting medical records to support an insurance claim currently under review. Your prompt assistance would be greatly appreciated.

Patient Details:

Name: [Full Name]

Policy Holder: [If different]

Date of Birth: [Date]

Insurance Claim #: [Number]

Date of Service: [Date]

Please provide records specifically related to:

- [Specific condition or treatment]
- Services rendered on [dates]
- Supporting diagnostic information
- Treatment plans and outcomes

My insurance company, [Company Name], may contact you directly, but I wanted to initiate this request to expedite the claims process. The records can be sent directly to [insurance address] or to me for forwarding.

Please let me know if you need additional authorization or if there are fees associated with this request. I can be reached at [contact information].

Thank you for your cooperation in helping resolve this insurance matter.

Best regards,

[Your Name]

[Contact Information]

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