

Estate Medical Records Letter

Subject: Medical Records Request for Deceased Patient - [Patient Name]

Dear Medical Records Administrator,

I am writing with a heavy heart to request medical records for my [relationship], [Patient Name], who passed away on [date]. As the [executor of the estate/next of kin], I need these records to settle final affairs and understand the circumstances of their passing.

Deceased Patient Information:

Name: [Full Name]

Date of Birth: [Date]

Date of Death: [Date]

My Relationship: [Spouse, child, etc.]

I am requesting complete medical records from [time period], particularly focusing on:

- Records from the final hospitalization
- Treatment history for [relevant condition]
- Any correspondence with specialists
- Final discharge or death certificate information

These records are needed to [complete insurance claims, settle estate matters, provide closure for family, etc.]. I understand the sensitive nature of this request and am prepared to provide death certificate, proof of my relationship, and any other required documentation.

This has been an incredibly difficult time for our family, and I would be grateful for your compassion and assistance in processing this request as smoothly as possible.

Please contact me at [phone/email] regarding next steps. Thank you for the care you provided to [Patient Name] and for your help during this challenging time.

With gratitude,

[Your Name]

[Relationship to Deceased]

[Contact Information]

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