|  | 5501 Fortunes Ridge Rd, Suite P  Durham, NC, 27713  919-391-7202  drboazak@animosanopsychiatry.com |
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Provider Name: Dr. John Smith  
Addressed To: Mr. Joe Brown  
Reason for Letter: Requesting Medical Records  
Illness: Diabetes  
  
Dear Mr. Brown,  
  
I am writing on behalf of Dr. John Smith, a provider at our health care practice. We are requesting your medical records in order to provide you with the best possible care.   
  
We understand that you have been diagnosed with diabetes and are currently receiving treatment for the condition. In order to ensure that we have the most up-to-date information about your condition, we are requesting your medical records. This will allow us to provide you with the best possible care and ensure that we are aware of any changes in your condition.   
  
We understand that your medical records are confidential and we will take all necessary steps to ensure that your information is kept secure. We will also ensure that your records are only accessed by authorized personnel.   
  
We appreciate your cooperation in this matter and look forward to providing you with the best possible care. If you have any questions or concerns, please do not hesitate to contact us.   
  
Sincerely,   
  
Dr. John Smith