|  | 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 related to your diabetes diagnosis.   
  
We understand that your health is of the utmost importance to you, and we want to ensure that we have the most up-to-date information available to provide you with the best care possible. Your medical records will help us to better understand your condition and provide you with the best treatment plan.   
  
We understand that your medical records are confidential and we will ensure that they are kept secure and only used for the purpose of providing you with the best care. We will also ensure that your records are only shared with those who are directly involved in your care.   
  
We appreciate your cooperation in providing us with your medical records. If you have any questions or concerns, please do not hesitate to contact us.   
  
Sincerely,   
Dr. John Smith