

Letter requesting the disclosure of medical records

[ORGANISATION'S NAME]

[ORGANISATION'S FULL ADDRESS]

[TODAY'S DATE]

Request for disclosure of information made under the Data Protection Act 1998.

**RE: Disclosure of records of [YOUR NAME] of [YOUR FULL ADDRESS]
NHS number: [INSERT NHS NUMBER HERE]
DoB: [INSESRT D.o.B HERE]**

Dear Sirs,

Please disclose the following information:

The records held for [YOUR NAME] between [DATE FROM?] to [present date].

If there is a charge for disclosure of this information please advise me **BEFORE** proceeding as I will have to make arrangements to pay.

If you have any questions please do not hesitate to contact me on **[your contact number]** or via email on **[insert email address here]**.

Yours faithfully,

[Your name]