



## **Sample Medical Request Letter – for the attorney to send**

Date

Medical Records  
Spine and Pain Institute  
123 Main Street  
Suite 100  
St. Charles, IL 60174

RE: Jane Client  
DOB 1/2/1959

Dear Records Administrator:

I am a Prairie State Legal Services volunteer attorney and I represent Ms. Client regarding the denial of her application for Social Security benefits. Prairie State Legal Services is a not-for-profit legal aid program that provides legal representation to low income people, the disabled and seniors at no charge.

Please send me Ms. Client's complete medical records, including any treatment notes, test results, laboratory findings and/or discharge reports for Ms. Client and her visits with Dr. John Smith from 2012 to the present. I have enclosed a release of health information that Ms. Client has signed authorizing you to send the medical records to my attention.

Ms. Client does not have funds to pay for these records. We would greatly appreciate it if you would waive the cost of the records. Ms. Client's medical records are an essential part of her application for Social Security benefits. If you are not able to provide the records at no charge, please do not send them without my express approval. You may either call or write to me informing me of the fee that you would be requesting.

If you have any questions, you may reach me at (630) 999-1111.

Sincerely,