

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the following diagnosis code: [specific code or description of the condition]. This request is necessary for [brief reason for the request, e.g., insurance billing, patient records, etc.].

To support this request, I have attached relevant documentation, including [list of attached documents, if any].

Your prompt attention to this matter would be greatly appreciated as it will assist in ensuring that [mention any urgency or importance related to the request].

Thank you for your assistance. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization]