

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the application for the Electronic Health Record (EHR) system for our practice. As we aim to enhance our patient care and streamline our operations, implementing an EHR solution is essential to our goals. Please provide the necessary application forms and any additional information required for the application process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]