

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

Dear [Recipient's Name],

Subject: EHR Verification Process

I hope this message finds you well. I am writing to inform you of the upcoming verification process concerning our Electronic Health Records (EHR). As part of our commitment to maintaining accurate and secure health information, we will be conducting a thorough review of our EHR systems.

The verification process will take place from [start date] to [end date]. During this time, we will require your cooperation in ensuring that all records are accurate and up-to-date. Please review the relevant sections of the EHR system related to your department and provide any necessary updates or corrections.

If you have any questions or require further information about the EHR verification process, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this important matter and for your ongoing commitment to providing high-quality healthcare.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]