

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to my records maintained by [Company/Organization Name].

As per [relevant law or policy], I would like to obtain copies of [specific records you are requesting] for my personal review. The details are as follows:

- [Type of record 1]
- [Type of record 2]
- [Type of record 3]

If there are any forms or fees required to facilitate this request, please let me know at your earliest convenience. I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]