

Sample Letter to Medical Provider

June 6, 2000

DuPont Hospital for Children
ATTN: Records Custodian
1600 Rockland Road
Wilmington, DE 19803

Re: Our Client: CHILD NAME (DOB)

Dear Sir or Madam:

I have been appointed to represent CHILD in Family Court Proceedings concerning his/her welfare. Please find enclosed a copy of the order appointing me. I am writing to request a copy of your records from CHILD's birth to the present time. Please include any progress notes, emergency room records, inpatient admissions and discharge summaries, laboratory or x-ray reports or consultative evaluations and any other documentation you may have in your file regarding CHILD.

I have enclosed a copy of the order authorizing release of this information. Please be advised that I am representing this child on a volunteer basis through the Office of the Child Advocate. As such, please do not charge me for copying costs. If you intend to charge me, please contact me first. Should you have any other questions or concerns, please do not hesitate to contact me.

I appreciate your cooperation in this matter.

Very truly yours,

ATTORNEY
AGAL FOR CHILD

enclosure