[Insert logo]

**Acknowledgement of Request for Access Letter**

Dear [Insert patient name],

On [Insert date], we received your request for access to your protected health information and began processing that request. We will notify you, within 30 days, of the status of your request. If we need additional time to process your request, we will notify you of the reasons for the delay and provide you with a date of proposed completion of your request.

If you have any questions, please call [Insert name and contact information]. If you would like to review our notice of privacy practices please let us know and one will be sent to you.

Sincerely,

[Insert Covered entity contact name]