

## Sample Request Letter 5

### **COPY OF MEDICAL RECORDS TO EMPLOYER FROM EMPLOYEE OR FORMER EMPLOYEE**

Date:

Employer Official  
Employer  
Address

RE: Medical Records

Dear (*employer representative*),

As an employee (*or former employee*) of (*name of the workplace or employer*), and in accordance with OSHA/NJPEOSH standard 1910.1020 (1926.33 for construction), Access to Employee Exposure and Medical Records, I am requesting copies of all medical records pertaining to me maintained by the employer or its contractors or consultants, including but not limited to:

1. Medical and employment questionnaires and histories.
2. The results of medical examinations and laboratory tests.
3. Medical opinions, diagnoses, progress notes, and recommendations.
4. First aid records.
5. Descriptions of treatments and prescriptions.
6. My medical complaints.

OSHA/NJPEOSH standard 1910.1020 (1926.33 for construction) requires that either I be given copies of this information within 15 working days, or if you cannot reasonably provide access to these records within 15 working days, you must apprise me of the reason for any delay and the earliest date when the records can be made available. Copies of these records shall also be provided to me at no cost.

Sincerely,

Name/Signature (*Employee or former employee*)  
Address