

Sample Request Letter 7

UNION REQUEST FOR EMPLOYEE MEDICAL RECORDS TO EMPLOYER FROM UNION

Date:

Employer Official
Employer
Address

RE: Medical Records

Dear (*employer representative*),

As a designated representative for the employees at (*name of the workplace or employer*), whose written authorizations are enclosed with this letter, and in accordance with OSHA/NJPEOSH standard 1910.1020 (1926.33 for construction industry), Access to Employee Exposure and Medical Records, I am requesting the employee medical records for each of these employees as provided in their respective authorizations.

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 (*Union Representative*)
Address