**Sample Letter**

Dear (insert name of contact on request letter or just use “To Whom It May Concern” if no contact name was provided):

I received your letter dated \_\_\_\_\_ requesting that I produce patient files. I cannot produce these files without first having an indemnification agreement and satisfactory responses to the following from you in writing:

What is the specific statutory or contract provision that requires me to produce these records?

What state law allows me to produce these records?

Please produce a copy of the patient’s consent to this records review.

Please specify exactly what portion of the record you are seeking and what specific information is necessary for your audit.

Please provide the rate at which you intend to reimburse me or my staff for time associated with this audit.

Please provide a letter providing me with the following indemnification:

COMPANY NAME has requested records from Dr. \_\_\_\_\_ and agrees to indemnify, defend, and hold harmless Dr. \_\_\_\_\_ from any and all claims, causes of action, liabilities, damages, or expenses, including reasonable attorneys’ fees that arise out of or relate to the production of records in accordance with COMPANY NAME’S request for information made by letter dated \_\_\_\_\_.

Sincerely,

Your signature