

LETTER REQUESTING OCCUPATIONAL RECORDS INCLUDING HEALTH RECORDS

Dear Sirs,

We are acting on behalf of the above-named who has developed the following (*insert disease*). We are investigating whether this disease may have been caused: -

- *during the course of his employment with you / name of employer if different*
- *whilst at your premises at (address)*
- *as a result of your product (name)*

We are writing this in accordance with the Protocol for Disease and Illness Claims

We seek the following records: -

(Insert details e.g. personnel / occupational health)

Please note your insurers may require you to advise them of this request.

We enclose a request form and expect to receive the records within 40 days.

If you are not able to comply with this request within this time, please advise us of the reason.

Yours faithfully