*Dear* ***(name of your doctor, nurse, or other health care professional),***

*I’m writing to ask for online access to my full medical record, including the notes you write about our conversation after an appointment. I believe that having access to my notes will help me understand my health and health care better and help me partner with you in managing my health.*

***(Feel free to personalize your note. To get you started, here’s a list of some reasons patients want access to their notes.)***

* *I don’t always remember everything we discussed or the things I’m supposed to do between visits, and I think revisiting my notes will help.*
* *I think reading my notes will help me take better care of myself.*
* *I want to have a full account of all parts of my medical life.*
* *I want to make sure I’m on the same page with you for all aspects of my care.*
* *I would like to share my notes with someone who helps me manage my care.*

*There’s a lot more information on the subject, including research, at*[*www.opennotes.org*](https://www.opennotes.org/)*.*

*Respectfully,*

***(your name)***