

Date: \_\_\_\_\_  
(via FAX)

To Whom It May Concern, **ARC**:  
(FAX Number) 1-877-786-4500

I request a copy of **ALL** records, documentation, and note screens pertaining to myself over the past two years.

Please mail this requested information to my home at:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Thanks for your help concerning this matter.

Sincerely,

Signature \_\_\_\_\_