



## Private Letter Requests

“To Whom it May Concern”.

If you require a formal letter, for yourself or are requesting one on behalf of a patient and you are listed as their parent/guardian or have Lasting Power of Attorney, and the letter is based on the medical facts existing on your/their file, please complete and sign this form.

Opinions which are not supported by, or do not necessarily follow from these facts may be disregarded.

Please be aware any letter requested must be put before the GP for scrutiny before any agreement is made to produce a letter and note that the GP may not be in a position to write the letter if there is no evidence in your medical record to support your claim.

Some services provided are not covered under our contract with the NHS and therefore attract charges, as they are done outside of normal working hours.

Examples include:

Letters for:

- Employers · Education · Housing · Council · Court · Immigration
- Insurance · Government agencies

**Sometimes all that you may need is a list of your recent consults, medical problems, or medication, if this will suffice, we are happy to print this free of charge, please ask at reception.**

### **Charges and turnaround times**

Please indicate which turnaround you would prefer.

<b>Working Days</b>	Cost	Tick
7-10	£75	
30	£50	

Please note, we are a cashless surgery, payment can be made by debit card or bank transfer (details on request)

Is this for you/someone else? – please circle

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

Date of Birth: \_\_\_\_\_

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

\_\_\_\_\_

Tel Number: \_\_\_\_\_

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

Letter is for: (please circle)

Council

Court

Employer

Education

Government

Housing

Immigration

Insurance

Other

Please state if other:

\_\_\_\_\_

If for someone else

Your name: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_

Your Tel Number: \_\_\_\_\_

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

For what purpose are you requesting this letter: (cont. on new sheet if appropriate). If using ink, **PLEASE WRITE IN CAPITAL LETTERS ONLY**

## FAQ's /terms and conditions

### Why do I have to pay?

The preparation of these letters is not covered by the NHS. The doctor must complete them during their own time and as such there is a fee payable. All letters require the doctor take time to review the patient's medical record to ensure that the information provided is correct, then the doctor must dictate the letter, and finally a medical secretary must type and print it.

### Can I tell the doctor what to write?

We are very sorry, but we cannot accept requests for the doctor to write the letter in a specific way. The doctor will write what they know is supported by your medical records, and their opinion on what that should be is final.

### I want the doctor to write me a job reference.

These kinds of requests are not appropriate, and we will not be able to help you.

### Examples we cannot fulfil:

Confirmation of address or other proof of residence or ID (we have no means of verifying this).

Countersigning passport applications (A GP is no longer required on the form).

Letters stating something that is not supported by your medical records.

Blue Badge applications.

Sporting activities (sky/scuba diving, parachute jumps, marathons, etc)

Please remember that the doctor is not obliged to write a letter for you at all, as this is not an NHS requirement.

We reserve the right to contact the patient if you have applied on behalf of someone else.

The doctor's decision is final.

If you agree to all the terms and conditions within this leaflet, then please sign and date:

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_