

Insert GPs address here

 Insert date

**Medical Records Department**

**Insert receiver and address here**

Dear xxx

**Return of incorrectly addressed confidential patient information**

Please find enclosed confidential medical information regarding your patient/s which has been sent to us in error.

These patients are no longer registered at this practice. Therefore, in line with NHS England information governance compliance we are now returning to you as the sender and would ask you to check your records to ensure they are sent to the patient’s current GP.

Yours faithfully

*Signature here*

xxx

Insert job title and practice