

# Cathays Surgery

137 Cathays Terrace  
Cathays  
Cardiff  
CF24 4HU

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

PRIVATE AND CONFIDENTIAL

To who it may concern,

## **RE: Information required to begin medical certificate / letter request**

---

This patient has contacted us because they have been asked by yourselves to obtain a medical certificate/letter from their doctor. It is practice policy to wait until we have received a formal written request from the third-party (the requestor), before we start producing the letter.

We have asked the patient to give you this letter as we would like to ask if you could please give the patient a **WRITTEN** request stating exactly what medical information is required and also indicate the purpose of the request.

The patient will be required to pay a fee starting from £35.00 for this service as it is not a part of GMS (NHS) services. For this reason it is important that we know exactly what information you require in our letter to prevent them being charged for subsequent letters if you do not receive the information you require within our letter/certificate.

It is the patient's responsibility to bring your written request, a consent form signed by them and a payment altogether to the surgery so that the GP can then produce a letter.

Please note, these letters can take up to 14-30 days to be completed once we receive the full information.

Thank you,  
Cathays Surgery