

Cathays Surgery

Medical evidence letters for University or other third-party

To Whom It May Concern Letter (TWIMC)

If you would like one of our doctors to write a letter providing medical evidence to your university or other third-party, you must complete the following:

- **Give the attached letter to your university/third-party.**
This letter asks the university/third-party to outline exactly what information they need so that the doctor can ensure that they contain the relevant information in their medical evidence letter.
- **Complete the attached consent form.**
This is you giving us permission to provide information from your medical records/history with your university/third-party. We will only share information that is relevant to your request.

You must then bring the following to the surgery:

- A letter from your university/third-party detailing their request.
- A consent from signed by you
- A payment of £35 – this can be paid in cash or card.

We cannot proceed with your request without the above steps being completed. Once we have everything from you, it can take up to 14-30 days for us to complete the request. We will call you when the letter is ready so that you can come to collect it from the surgery. We will not send the letter to your university/third-party on your behalf.

Please note: It is at the doctor's discretion as to whether they can complete the request or if a higher fee needs to be charged for a complex request.

If you have any queries about this, please contact us on 02920 353020.

Thank you,
Cathays Surgery