Private Letter Request

Our doctors are frequently asked to provide private or ‘To Whom it May Concern’ letters or reports for third parties. The preparation of these letters or reports is not covered by the NHS and the doctor must complete them during their own time and as such **there is a fee payable (£20.00)**. **This fee is payable at the time of the request, if however the letter is very detailed an additional charge may be required**. The letter can be amended by the surgery, as appropriate. We will aim to have this ready within 5 working days. All letters require the doctor to review a patient’s medical records to ensure that the information provided is correct.

Full Name Date of Birth

Phone Number

Name of GP to complete request

**What and whom are the letter / report for ?**

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**What is the reason for the letter?**

**What information do you feel needs to be included in the letter?. Please be as specific as you can. Thank you.**

Signature