Providing NHS services

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PRIVATE LETTER REQUESTS

Important:

- Please read all of the points below before submitting this letter request.
- The standard charge for a letter is £50 which **must** be paid up front (as this is non-NHS work).
- Please write some suggestions in the space below (including any relevant dates), to help the GP Partners understand what points you would like to be covered in the letter. Please note that there is no guarantee that any or all of your suggestions will be included in the final letter.
- If the length of the letter exceeds the space below or you require further pages, there will be an additional upfront charge, which you should query before submitting the request.
- The standard turn-around time for a letter is 5 working days. If you require the letter more urgently, there will be an additional charge, as the doctors will have to make special arrangements to process the request quickly. Time spent writing letters takes GPs away from their other NHS patient duties.
- After the letter has been produced by the doctor, if you require any substantial revisions, there may be additional charges. Minor corrections (e.g. typographical errors) will not incur additional charges.
- Please note that the GP Partners cannot guarantee that this letter will have any impact on the final outcome by external organisations.

Please **sign below** to agree to the terms and conditions above

Patient name: …… DOB: …… Sign: ……

Suggestions for letter: (Please write clearly in full sentences)

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