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Dear Patient

You have requested a letter from the doctor. This is a service not provided by the NHS and may be done by the doctor as a private service, subject to a fee (minimum £30.00 - £100.00 dependent on the content required).

The letter will be the opinion of the doctor and what has been documented in the medical records.

Please allow 10 working days for the letter to be prepared (longer if the GP is on leave).

If the letter is long and complex, there may be an additional fee to pay on collection. No refunds will be given if the letter given does not fulfil the purposes that the patient wanted it for.

If a patient wishes a letter to be amended or altered, this is subject to an additional charge.

PATIENT NAME:..... DOB:.....

PATIENT TELEPHONE NUMBER/S

DOCTOR AMOUNT PAID

MEMBER OF STAFF

PATIENT SIGNATURE**DATE**.....

Please give brief details of information you are requesting from the doctor. You may be asked to make an appointment with the doctor if they need to discuss this further.