

TO WHOM IT MAY CONCERN LETTER REQUEST

Please note: A fee of **£30, paid fully in advance**, is required for non-NHS letter requests. The Doctor will not process your letter until this money has been received. Please be aware there is a **seven-day turnaround** from the date of request.

Request Date/Fee Received:

Patient Name:

Date of Birth:

Which GP:

Patient Signature:

Receptionist Signature:

Please provide below a brief description of letter requested.