



Church Elm Lane Medical Practice  
Church Elm Lane • Dagenham • Essex • RM10 9RR

## **REQUEST FOR PRIVATE LETTER**

Name of patient who the letter is concerning: .....

Date of Birth: .....

Address: ..... Postcode: .....

Contact Number: .....

To whom should the letter be addressed to: .....

Name of person requesting the letter (if different from above):.....

Signature of patient/person requesting the letter: ..... Date:.....

### **DESCRIPTION OF LETTER:**

*Please include any additional information required to be included in the letter.*

### **PLEASE NOTE:**

- Private letters will incur a charge and will depend on the type of letter. Minimum fee for a letter is £50. Any amendments or copies may incur an additional charge.
- You may be asked to come in by making an appointment to discuss the letter in person or on the phone before the letter can be completed.
- Once you put in your request, we will contact you regarding the fee and date of collection of your letter.
- Please leave 8-10 working days for your collection date since it is non-NHS work and will be outside of GP's working time.

### **Admin use only:**

GP Name:

Comments: