



FIRSWAY HEALTH CENTRE

Dr K Sutton Dr A Prabhakaran Dr G Breen Dr L Pye Dr H Thampy Dr S Pearson
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Guide for Patients on making a request for Private Letters/Reports or 'To Whom it May Concern Letters' for Third Parties

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 when pressure of work allows and as such **there is a fee payable**. All letters require the doctor to review a patient's medical records to ensure that the information provided is correct. The GP will only provide factual evidence that is available from your medical record. Any requests for amendments to the letter may incur an additional fee and will only be done if the GP considers the amendment to be appropriate/accurate. The GP's decision is final.

Please note: private letters do not take priority over NHS work and hence may take some time to prepare. Please allow at least 10 working days.

GPs no longer counter-sign passport applications nor can they provide letters to confirm address or residency as there is no means of them being able to verify this information.

If you wish to request a private letter, please complete the form overleaf and submit this to a member of the team in the upstairs reception. You will be advised of the fee payable (by cash or cheque) and upon payment, the GP will be asked to complete the request. You will be notified when your request has been completed. Please note that when you submit your request, you will be asked to provide ID.

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Firsway Health Centre

Request for Private Letter/Report or 'To Whom it May Concern Letter' for Third Parties

Patient's Name:			
Patient's Address:			
Patient's Telephone Number:		Patient's Date of Birth:	

Type of letter required:

Please specify the information you require:

Patient Signature: **Date Submitted:**

Please submit to Reception upstairs who will advise on the fee payable for your request. Payment must be made before the work is completed and may take up to 10 working days. You will be notified when your request is available for collection. A complete fee list is provided on our website or is available from Reception.

For office use:

ID Verified:	Y/N	Fee Paid:	Y/N
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