Practice Name and Address

Consultant Name

Address

Dear

Re: Patient CHI / Address label

Thank you for your recent communication in regard to (insert patient name and CHI). (See attached)

Unfortunately we are unable to update our records/ initiate treatment due to:

* Lack of patient identifiable information included in your communication
* Lack of clinical information included in your communication
* We are unable to read your handwriting or decipher your instructions/advice

We would be grateful if you could address the issue highlighted above and issue a communication that we can add to the patient’s medical record / use to safely initiate treatment, if appropriate for Primary Care to do so.

Please do not hesitate to contact the Practice to discuss this further.

Yours sincerely

Dr ……………….