

**REQUEST FOR A DOCTORS LETTER/ TO COMPLETE A FORM**

The completion of forms or letters by your GP is a PRIVATE SERVICE. Sometimes the nature of the requested letter/form means a GP will be unable to complete your request. As this is a non-NHS service, it is the right of the doctor to determine whether or not they comply with the request.

If the doctor is able to complete the request it will INCUR A CHARGE. As with any professional organisation, the form/letter will not be released by the surgery until the fee has been received.

A copy of the charges can be obtained from reception/our website.

To help our team, please ensure your contact details are correct, and a consent form has been completed so that we can release medical information to a third party.

*Thank you for your understanding.*