

Dear patient

Thank you for your request for letter/report/notes to be completed by the GP.

Due to the high demand for letters/report etc to be complete, it can take up to 21 days to complete your request and due to a number of non-payments, patients will be asked for prepayment for ALL private requests from 1.3.2016.

Please DO NOT make an appointment to complete your request, as we are unable to deal with non-medical admin work in a NHS appointment.

Many Thanks

Dr Roe, Dr Iu and Dr Anderson