

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. The doctor must complete them during their own time. For some letters there will be a fee payable. **Please remember that the doctor is not obliged to write a letter for you at all, as this is not an NHS requirement.**

All letters require the doctor to take time to review a patient's medical records to ensure that the information provided is correct, then the doctor has to dictate the letter, and finally a medical secretary has to type and print it.

**Please note that initial applications for DWP and housing do not usually require a GP letter unless specifically requested, in which case they will contact us directly. Please proceed with your application via the usual channels as requesting an unnecessary letter from us will cause delay.**

Private letters do not take priority over NHS work and hence may take some time to prepare. Please allow at least two weeks.

We are sorry, but we usually cannot accept requests for the doctor to write the letter in a specific way. The doctor will write what he or she knows is supported by your medical record, and his or her opinion on what that should be is final.

If you wish to continue with your letter request, please submit your request via the [Submit a new request](#) button.

Alternatively, a paper form can be collected from reception. Please ensure you include the following information to avoid delays:

- Full name, DOB and current address.
- Who do you need to give the letter to?
- What is the reason for needing a letter?
- Does any specific information need to be included? (Please note that the Doctor cannot include any information not supported by your medical record.)

If a fee is payable, we will contact you to ensure you are happy to proceed before the letter is written.