

Ref: Admin

**To Whom It May Concern**

Dear Sir or Madam

I am writing with regard to the one of our patients who is registered at this surgery.

Unfortunately, due to the unprecedented pressures that front line doctors and general practice are facing in response to the global pandemic of COVID-19, the doctors have had to review their work to ensure that we are able to focus on the key duty of care for patients.

We therefore will be unable to process any non-NHS or non- essential reports, forms or letters for this patient at this time.

We apologise for any inconvenience that this may cause and will recommence the service as soon as we are able to.

If you have any queries, then please contact the admin department on **02380 333778 and press Option 2.**

Yours faithfully

*The Administration Team*

**Administration Department**



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