Annex 2

Example patient letter confirming registration

[*date*]

Dear [*name*]

You are now registered with a GP practice

I am writing to inform you that you have been registered with the practice detailed below, following your request to be assigned due to the problems you have been experiencing in registering at a local practice yourself.

Your registered practice is:

[*insert practice name, address and telephone number*]

This practice is aware of your registration and your registration with this practice came into effect on [*insert date*].

Please contact the practice directly for information regarding the services that are delivered and to book any medical appointments as required. However, should you have any problems regarding your registration with the practice then please do not hesitate to contact me at the address above.

Yours sincerely

[*insert name*]

[*insert title*]