Annex 2

Example invitation letter

[*date*]

Dear [*contractor name*]

Ref: [*contract details*]

Following the receipt of evidence regarding your dispute relating to:

[*matter 1 details*]

[*matter 2 details*]

[*matter 3 details*]

We would like to invite you to discuss the matter at a meeting on:

[*proposed date*],

[*proposed time*],

[*insert proposed location*]

Our representatives [*insert names of Commissioner representatives*], will attend at the meeting.

You may have a representative from your Local Medical Committee or a friend (or other appropriate professional body colleague to attend with you). Please be aware that any representative/s present as a supportive colleague(s) will not normally be permitted to speak at the meeting. Where a solicitor accompanies you, the Chair of the meeting will make it clear that the meeting is not required by legislation. Professional advisors, such as solicitors or accountants, will not normally be in attendance in a representative roleunless especially requested in advance of the meeting.

I would be grateful if you would confirm in writing your acceptance to attend this meeting and provide details of any representatives you may wish to accompany you.

Yours sincerely,

[*name*]

[*title*]