[*date*]

Dear [*name*]

Contract No [insert contract number]

Thank you for contacting us. I acknowledge receipt of your notice dated [*date*] requesting a transfer of your PMS agreement to a GMS contract.

On review of your current PMS agreement, I note that you do not provide essential services.

Regulation 32 of the National Health Service (Personal Medical Services Agreements) Regulations 2015 states:

*“Where a contractor is providing essential services under the agreement and would like to enter into a general medical services contract by virtue of this regulation, the contractor must give notice in writing to the [Commissioner] to that effect at least three months before the date on which the contractor would like to enter into the general medical services contract.”*

We cannot approve your request to transfer your PMS agreement to a GMS contract as you do not meet the criteria required.

If you do not agree with this decision you have the right to raise your dispute with the Secretary of State in accordance with regulation 9(2) and (3) of the National Health Service (General Medical Services Contracts) Regulations 2015 (pre-contract disputes).

Yours sincerely

[*name*]

[*title*]