[*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 arrangements you do not meet the conditions set out in [section 86 of the NHS Act 2006 (persons eligible to enter into GMS contracts) / Regulations 4 and 5 (where applicable) of the National Health Service (General Medical Services Contracts) Regulations 2015]. This is because:

*[insert which requirements have not been met]*

We are unable to grant your request to transfer to a GMS contract.

If you do not agree with this decision you may appeal to the First-Tier Tribunal.

Yours sincerely

[*name*]

[*title*]