

Private (non NHS) Services: Letter or Certificate Request

Patient Name	
Date of Birth	
Request Details Please provide detailed information regarding what you want to be included in the letter including who the letter is addressed to.	
Fees If you would like a copy of your electronic records, this can be done via a SAR request. We aim to complete all private work within 15 working days.	Private Medical Certificate (e.g. to cover absence from work) <input type="checkbox"/> £30 Private letter (e.g. to whom it may concern, confirmation of medical conditions, fitness to travel, attend gym) <input type="checkbox"/> £35 – Half Page <input type="checkbox"/> £55 – Full Page Completion of questionnaire (e.g. gym, holiday cancellation) <input type="checkbox"/> £40 – One page <input type="checkbox"/> £20 – Per additional page
Additional Fees	<input type="checkbox"/> £5 – Priority (work to be completed within 7 working days)
Payment	Total Cash / Card

- ☐ I understand the paid fee(s) are not refundable unless the work is not undertaken.
☐ I enclose letter/details from myself/relevant parties detailing precisely what information is request & why.
☐ I understand, any amendments to any document produced will occur an additional fee of £10
☐ I understand you will only be able to include in your report, information which is already on my medical record.
☐ I understand that this report does not guarantee any success in any application or email I choose to use it to support.
☐ I understand the GP may choose not to undertake this work at all, as this is not an NHS service.
☐ I understand that I may provide feedback about this service directly to your practice manager as the NHS complaints procedure does not apply.

Signature Date:

Carepoint Practice – Healthcare for the Whole Family