**Letter head**

**Date**

Dear Colleague

You recently contacted my organisation asking me to perform a patient-related task.

This relates to patient (NHS number**)…………………………………………………………………………….**

The task requested was

* Sick / fit note
* Prescription
* Interpretation of investigation
* Action of investigation
* Follow up of investigation
* Onward referral

Your request is outside of what the NHS asks of me. If I were to undertake this task, it would reduce my capacity to deliver upon contractual obligations and result in a negative impact on patient care within my organisation. I expect that you have similar pressures within your own organisation and empathise with my position.

I recognise that this may have been sent in error by someone in your team who may not have a clear understanding of the different roles and obligations within the NHS. Therefore, I am writing to bring this to your attention.

To be clear, I have NOT undertaken the task that you requested and this remains your responsibility to action on behalf of the patient if you believe that it is still indicated.

If you would like more information, please see this website [https://www.doncasterlmc.co.uk/rejection\_letter](about:blank)

Yours sincerely

**Name**

CC Doncaster LMC