**Template Letter: Response to Secondary Care Work Transfer Requests**

**[Your Practice Letterhead]**  
[Date]

To: [Recipient Name]

Dear [Recipient],

**Re: [Patient Name/Identifier]**

We are writing in response to your request (attached), which asks us to:

* [Tick the relevant box:]

☐ Prescribe medication

☐ Arrange investigations

☐ Follow up results

☐ Undertake monitoring or post-operative checks

☐ Issue a MED3 certificate

☐ Refer the patient back

☐ Other: [Insert details]

Unfortunately, we are unable to fulfil this request for the following reason(s):

* [Select as appropriate:]
  + This task is not included within our GMS/PMS contractual obligations.
  + As outlined in the NHS Standard Contract, these activities are the responsibility of secondary care.
  + This work has not been commissioned by our Integrated Care Board (ICB).
  + This work is not funded as part of a national or local enhanced service.
  + This task is more appropriately managed within secondary care due to the clinical expertise required.

General practice is operating under significant pressures, and taking on additional tasks outside our remit detracts from our ability to deliver essential patient care. We kindly request that this work is managed within the appropriate setting to ensure the best outcomes for patients. Should you require further discussion or clarification, please do not hesitate to contact us.

The text of this letter has been provided by Surrey and Sussex Local Medical Committees to ensure consistency of purpose. It reflects the principles of the recently authored interface document in use across Sussex and similar documents under development in other areas covered by the LMCs.

Thank you for addressing this matter appropriately. Should you require further clarification or wish to discuss this further, please do not hesitate to contact us.

Yours sincerely,  
[Your Name]  
[Your Position]  
[Your Practice]