**Template Letter: Response to Inappropriate Workload Transfer to ICB**

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

To: [Integrated Care Board (ICB) Representative]

Dear [Recipient],

**Re: Inappropriate Transfer of Work to General Practice**

We are writing to bring to your attention an inappropriate workload request made to our practice.

**Details of the request:**

* **Source:** [Include source of request, e.g., hospital department, external organisation]
* **Nature of request:** [Provide specific details, e.g., tasks requested, documents required. Attach a copy of the letter if applicable.]

This task falls outside the scope of our contractual obligations and is not resourced under an enhanced service agreement. As you are aware, general practices are under exceptional pressures, and assuming additional, unfunded work of this nature would compromise our ability to provide safe, high-quality care to our patients.

We respectfully request that this matter is reviewed and steps are taken to prevent such inappropriate workload transfers in the future. Practices must be supported in focusing on their core responsibilities to maintain a sustainable and effective healthcare system.

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.

We appreciate your prompt attention to this matter and look forward to your response. Please do not hesitate to contact us for further clarification or discussion.

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