**Template Letter: Response to Rejected Referral**

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

To: [Consultant/FT Medical Director]

CC: [ICB MD/Patient]

Dear [Colleague],

We have been advised that a recent referral from our practice has been rejected.

Upon reviewing the referral letter and reflecting on both our contractual obligations and the principles outlined by the GMC, we are satisfied that:

1. The referral was clinically appropriate.
2. It provided the required information to ensure a safe and effective transfer of care.
3. It adhered to the NHS Standard Contract 2024/25 Service Conditions: Acceptance and Rejection of Referrals, Section 6.13.

We respectfully request that you review your decision to reject this referral. Refusing to accept clinically appropriate referrals undermines safe patient care, creates unnecessary delays, and imposes additional burdens on practices already managing significant workload pressures.

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 trust you will reconsider this matter promptly and act in the best interests of patient care. Should you require any further clarification, please do not hesitate to contact us.

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