**Template Letter: Response to Non-Contractual Administrative Task Request**

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

To: [Recipient Name]

Dear [Recipient],

We have received your request to [insert description of work, e.g., complete a questionnaire or provide specific information].

This task falls outside the scope of our contractual obligations. As you are aware, general practice is currently under unprecedented pressure. Undertaking this additional work would detract from our ability to provide core contracted services to our patients.

We appreciate your understanding and suggest that you explore alternative means to address this requirement, which does not rely on general practice input.

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.

Should you wish to discuss this matter further or have any questions, please do not hesitate to contact us.

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