**Template Letter: Response to Referral Rejection Due to Missing Proforma**

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

To: [Trust Consultant Name]  
CC: [Trust Medical Director, Patient Name (if applicable)]

Dear Dr [Consultant’s Name],

**Re: Patient Referral Rejection**

We have been informed that our recent referral for [Patient’s Name] has been rejected due to the absence of a completed proforma or its perceived incompleteness.

Upon reviewing the referral, we are satisfied that it was clinically appropriate and provided sufficient detail to ensure a safe and effective transfer of care, in line with the NHS Standard Contract Service Conditions and GMC guidance.

We believe rejecting referrals based on administrative criteria risks delaying necessary patient care and undermines collaborative working between primary and secondary care. As this rejection does not appear justified on clinical grounds, we request that you reconsider and process this referral promptly.

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 review this matter promptly. Please do not hesitate to contact us if further information is required.

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