**Template Letter: Response to Inappropriate Prescribing Requests**

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

To: [Recipient Name]

Dear [Recipient],

**Re: [Patient Name or Details]**

We have received your request for our practice to prescribe [Medication Name] for the above patient. A copy of your request is attached for reference.

After careful consideration, we regret to inform you that we are unable to fulfil this request due to the following reason(s):

* [Select as appropriate:]
  + We do not feel competent or adequately skilled to prescribe this specialist medication. Such prescriptions should be managed by a clinician with the appropriate expertise who can assume full clinical responsibility.
  + This medication falls outside of the agreed prescribing guidelines or shared care agreements for general practice.

We recommend that the prescription is managed by [appropriate department or specialist], who can provide the necessary oversight and support for the patient’s treatment.

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 that you will understand our position on this matter. Should you have any further questions or require additional clarification, please do not hesitate to contact us.

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