[Insert Practice Letterhead]
[Insert Date]

Dear [Consultant/Department Name],

We are writing regarding blood tests requested by out of area/tertiary providers.

Our local pathology services have confirmed they will process samples accompanied by documentation from any hospital, provided it clearly identifies the requesting clinician, their department, and hospital name with a contact email or equivalent direct details, so that results can be returned without delay. This may be a printed request slip, a formal letter, or another document. The format is less important than the presence of sufficient information. If these details are missing, the sample will not be processed. The medicolegal responsibility for making the request and dealing with the results lies entirely with the requesting clinician and hospital team, not with the GP practice.

Sincerely,