

# BEAUMONT LODGE MEDICAL PRACTICE

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## Private Letter Request – Information

(please note that there will be a charge of £25 for a private letter with a £10 non-refundable deposit payable on application)

Name: .....

Date of Birth: .....

Address:.....

.....

**Please state reasons for letter. Please note the surgery may contact you for further information**

(Content of letter, please insert details of what letter needs to state. Please state who the letter is to)

Signed.....

Date.....

To be completed by Practice Staff

Date Request Received: .....

£10 Deposit Received  Yes  No

Staff Initials .....