

Todays date

Dear patient,

The next meeting for the Patient Participation Group will be as follows:

.....

Please see attached information about the purpose of the meeting. Please call to confirm your attendance or return the slip at the bottom of the letter for the attention of Janice Best.

Would members please assemble at the top building for a prompt start.

We would appreciate your input.

Many Thanks

Dr U Shahid
Bilton Medical Centre

.....

Please delete as appropriate

I will / will not be able to attend the meeting.

Name:

Address:

Up to date contact number:



INVESTOR IN PEOPLE



Dr M Khan & Dr U Shahid