**\*\*This is a template letter written by Pulse, please do amend as you see fit. Other letters are available at** [**http://www.pulsetoday.co.uk/templateletters**](http://www.pulsetoday.co.uk/templateletters)**\*\***

*Hospital address*

*Address*

*Address*

*Practice address*

*Address*

*Address*

Dear

Hospital X has asked you to rebook an appointment via the GP practice after missing an appointment at their service.

However, it is the hospital’s responsibility to rebook appointments with patients. We have informed the hospital of this and asked them to contact you directly to find another suitable time for an appointment, so there is no need to book an appointment with us to discuss this.

As you may know, general practice is currently under immense pressure, and asking the hospital to let you rebook your appointment directly will allow our GPs to see more patients sooner and make it easier for you to book your appointment with them.

You should hear from them in due course.

Yours sincerely,