



Drs Rose & Jenkins,
Mill Stream Surgery,
Benson,
Oxon,
OX10 6LA
01491 838286

Re: ~[Title/Initial/Surname]

~[Patient Address Block]

~[Today...]

Dear

The annual review for _____ is now due. One of you needs to make an appointment with their usual doctor for this. It is always helpful if the patient and their carer come to the appointment together.

What will be covered at the annual review?

The doctor will want to know how ~[Calling Name] is getting on and if you, as a carer, are having any problems we could help with. To help you get the best out of the appointment we would like you to think about any problems you may be having. To help you do this we have sent a sheet highlighting some of the important areas to ~[Calling Name], for you to fill in together. **Once completed, please bring this with you to the appointment.**

Please ring the surgery to make an appointment for the review when you have had a chance to think about the issues raised above. If you think there are a number of problems you want to discuss you may want to ask the receptionists for a double (20 minute) appointment.

We look forward to hearing from you,

Yours sincerely,

Linda Saunders
Quality Officer