

APPENDIX 2: Template of letter to family

Family Name
Address

Name
Title
Address

Contact number

Date

Dear Parent/Carer

(Child's name) was not brought to his/her appointments to be seen at the *(specify clinic/dept/home visit date and time)*.

If you would like to arrange another appointment please contact the above number.

I do not intend sending another appointment and if I do not hear from you within 3 weeks, I will inform *(Referring service)* to make them aware.

Yours sincerely