[Your Organisation's Letterhead]
[Your Organisation's Name]
[Your Address]

[Date]

[Recipient Name]
[Smoking Cessation Clinic Name]
[Clinic Address]

Dear [Recipient Name],

[Insert patients name and NHS number]

Thank you for your recent request to prescribing [insert medication] to [patient's name]. We appreciate your efforts in addressing smoking cessation within our community.

However, we must inform you that we are unable to proceed with the prescribing of [insert medication] at this time. Our refusal is based on several key concerns [delete/add as necessary]:

- [insert medication] is not currently included in the NICE guidelines for smoking cessation, which raises questions regarding its appropriateness for prescription.
- The initial request to prescribe came from a non-prescriber, further complicating our ability to comply with this recommendation.
- This initiative is categorized under public health responsibilities and non-General Medical Services (non-GMS) work and is therefore unfunded.

Thank you for your understanding. Should circumstances change, we would be open to further discussions.

Sincerely,

[Your Name]
[Your Position]
[Your Organisation]

Please copy the relevant trust's into your letter in addition to replying to the relevant department.

LTHT – leedsth-tr.refusals@nhs.net
LCH – lch.refusals@nhs.net
LYPFT – lypft.primarycare.refusals@nhs.net