[Recipient's Name]
[Company Name]
[Company Address]

[Date]

Dear [Company],

[insert patients name and DOB]

We are writing in response to your recent correspondence regarding the provision of [insert medication] for weight management. After careful consideration, we must respectfully decline your request to check our systems to confirm whether [insert medication] is being offered to appropriate patients.

As you are aware, the responsibility to assess patients for private treatments lies with you. This includes ensuring that patients have provided informed consent, as well as completing a comprehensive medical history, physical examination, and necessary blood tests.

We are unable to conduct additional checks on our systems to ascertain potential contraindications or interactions, such as those related to retinal screening or kidney disease. Since you are providing a private service, we will not be in a position to take over prescribing responsibilities.

Patients now have access to their online medical records, and we strongly encourage you to review this information directly to ensure that your treatment criteria are suitable. Ultimately, the decision to treat a patient rests with you as the prescriber. You have access to the patient's medical notes via the patient's online access, and we suggest that you examine these details carefully prior to making any treatment decisions.

Please be advised that we will document in the patient's records under "other medications" that they are receiving this weight loss medication privately.

Regards

[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