Dear XXX

I refer to your request of <insert date> for access to the records of <insert patient’s name> which was received on <insert date>.

Your request has been processed in accordance with the Access to Health Records Act 1990.

I am sorry it was not possible to respond to you by xxx. This was because xxx.

Please see the attached copy of records in response to your request.

When you submitted your request you asked for <insert details of request e.g. information relating to an inpatient admission in 2019 / all information the Trust holds / letters from Dr A etc>. To enable us to provide this information to you we searched <insert details of what was searched e.g our electronic clinical system RiO, archived paper notes, our incidents and complaints system Datix etc>. Please advise me if you believe information is held elsewhere within the Trust.

It has been necessary to withhold some of the information that you requested. Please see table below:

|  |  |
| --- | --- |
| **Page number / section** | **Reason for redaction** |
|  |  |
|  |  |

I am sorry we are not able to provide this information.

Should you have any further queries please do not hesitate to contact me.

Yours sincerely

Name

Job title

Team Name

(insert email signature)