<First name> <Surname>

**<Dept name>**

<Address line 1>

<Address line 2>

<Address line 3>

London <Postcode>

**Telephone: 020 XXXX XXXX**

**Fax: 020 XXXX XXXX**

**Email:** 1stname.2ndname@nhs.net

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<Address Line 1>

<Address Line 2>

<Address Line 3>

Dear