<First name> <Surname>

**<Dept name>**

<Address line 1>

<Address line 2>

<Address line 3>

<Postcode>

**Telephone: 020 XXXX XXXX**

Email: 1stname.2ndname@nhs.net

Website: www.elft.nhs.uk

<Address Line 1>

<Address Line 2>

<Address Line 3>

Dear