

# **SOUTH STAFFORDSHIRE LOCAL MEDICAL COMMITTEE**

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Template letter for request to complete non-contractual administrative task

Dear

We recently received a request from you to carry out (insert description of work, e.g. questionnaire or information request requested).

This work is not part of our contractual requirements. You will be aware that general practice is under unprecedented pressure and therefore we are unable to carry out your request, since this would detract from our ability to provide core contracted services to our patients.

Yours sincerely