**Patient text template for Workload Transfer**

Dear…

This is to inform you that we have been asked to *free text prompt* by you or your specialist. We have written to the specialist to explain that responsibility lies with them for this activity and have requested that they contact you directly about this.

Please contact the specialist directly if you have not heard back from them within two weeks.

Here is information about the Patient Advice and Liaison Service for each hospital:

<https://www.nhs.uk/nhs-services/hospitals/what-is-pals-patient-advice-and-liaison-service/>