

**ST THOMAS MEDICAL GROUP
ST THOMAS and EXWICK HEALTH CENTRES
EXETER EX4 1HJ**

«SYSTEM_Date»

«PATIENT_Title» «PATIENT_Forename1» «PATIENT_Surname»
«PATIENT_House»
«PATIENT_Road»
«PATIENT_Locality»
«PATIENT_Town» «PATIENT_Postcode»

Dear «PATIENT_Title» «PATIENT_Surname»

Patient Participation Group

It has now been several months since our last communication regarding our Patient Participation Group and I hope this letter finds you well and still keen to help us?

Following the implementation of our 2011/2012 Action Plan we would like to meet with you to report on our findings and to obtain any feed back you may have. To that end, we would like to meet again at St Thomas Health Centre on Monday 17th September 2012 at 6pm.

This evening will be informal and tea/coffee and cake will be available!

After discussion about our current Action Plan it is hoped that we will then be able to discuss and agree further areas which our Group feel need to be investigated and agree our "next plan of action".

I do hope that you will be able to join us on the 17th September and I would be grateful if would either telephone (01392 676648) email: marionlong@nhs.net or return the slip below indicating whether you will be able to join us on the 17th September (this is purely for catering purposes).

Thank you for your time and I look forward to seeing you soon.

Yours sincerely

Marion Long
On behalf of St Thomas Medical Group

«PATIENT_Title» «PATIENT_Forename1» «PATIENT_Surname»

I will/will not be attending the Patient Participation Group's meeting on 17th September 2012.

Email sent to "Virtual Members"

Patient Participation Group

It has now been several months since our last communication regarding our Patient Participation Group and I hope this email finds you well and still keen to help us?

Following the implementation of our 2011/2012 Action Plan we would now like to hold a meeting with our Group members at St Thomas Health Centre on Monday 17th September 2012 at 6pm.

This evening will be informal and tea/coffee and cake will be available!

The evening will enable both the Health Centre and our Patient Group to feed back and generally discuss the current Action Plan.

After this, it is hoped that we will be able to put forward ideas for our next "Plan of Action".

I do hope that you will be able to join us on the 17th September and I would be grateful if you would email: marionlong@nhs.net to let me know whether you will be able to join us on the 17th September (this is purely for catering purposes).

I do appreciate that you may not be able to attend, so a new forum will be set up on line for you to post any feed back/comments/suggestions you may have relating to our current Action Plan and any ideas/proposals for our next "Action Plan".

I will be in contact again shortly.

Kind regards.