

Template 3: Letter of consent

If you are raising a concern or complaining on behalf of someone else, include a consent form with your letter. It should look something like this below:

I am writing on behalf of [insert name of person that feedback, comments, concern or complaint is about], who has asked me to act on his/her behalf and who has countersigned this letter to confirm that I am authorised to act as his/her representative, and to confirm his/her agreement with its contents.

She/he is aware that access to his/her medical records may be required by the investigation team to facilitate the investigation of the concern/complaint*, and consents to allow access to his/her medical records.

Letter-writer's name

Name of person the concern or complaint involves

Signature

Signature

Date

Date

** delete as appropriate*