**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.

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| --- | --- | --- |
|  |  |  |
| Letter-writer’s name |  | Name of person the concern or complaint involves |
|  |  |  |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
|  |  |  |
| Date |  | Date |

*\* delete as appropriate*