**Cover Letter to GP**

**Almshouse Association Template**

This needs to be on Charity’s Letterhead

*[Name and address]*

*[Date]*

Dear Dr *[Name]*

**Re: *[name of applicant] [d.o.b. of applicant]***

I understand that the above person is registered as a patient at your surgery.

They have applied for accommodation at [*name of charity*] Charity’s almshouses in [*location]*. Almshouses are a form of social housing for people capable of independent living.

As part of the application process, the Charity asks the applicant’s GP to complete and return the enclosed Medical Information Form to the Charity. I enclose the GP Authorisation Form with the applicant’s consent for you to disclose certain relevant confidential information and advice about them to the Charity.

I would be extremely grateful if you could return the completed Medical Information Form to me in whichever of the following ways is most convenient for you:

* either post it back in the enclosed self-addressed envelope
* or scan the completed form and e-mail to me at [*insert email address]*

Please do not hesitate to contact me if you have any queries.

Many thanks for your time.

Yours sincerely