

Margaret R.  
[Patient address]  
[NHS number]

The Practice Manager  
Park View Medical Practice  
[Practice address]

7 June 2026

By email and recorded delivery

Dear Dr [GP Name],

RE: Formal request for assessment and management of post-COVID-19 syndrome (Long COVID), with request for written response within 14 days

I am writing formally to request appropriate assessment, management and onward referral for ongoing symptoms consistent with post-COVID-19 syndrome (Long COVID), in line with NICE NG188 (COVID-19 rapid guideline: managing the long-term effects of COVID-19).

I first developed acute COVID-19 in early 2022. Since recovery from the acute infection I have experienced persistent and disabling symptoms, including: post-exertional fatigue, breathlessness on minimal exertion, palpitations, cognitive impairment ("brain fog"), and sleep disturbance. These symptoms have continued well beyond twelve weeks, have not been explained by an alternative diagnosis, and have significantly affected my ability to work, care for my family, and carry out activities of daily living.

I have raised these symptoms during multiple primary care consultations since 2022. To date, no formal assessment under NG188 has been recorded in my notes, no personalised written management plan has been provided, and no referral to a post-COVID assessment service has been made. I am writing now to put the request in writing so that it is on the medical record.

### SPECIFIC REQUESTS

1. A holistic, person-centred assessment, in line with NICE NG188 §5.2.1, which recommends "a holistic, person-centred approach" including a comprehensive clinical history and appropriate investigations to exclude alternative diagnoses, and to assess the impact of symptoms on physical, cognitive, psychological and social wellbeing.
2. A written, personalised management plan that I can keep, in line with NICE NG188 §5.2.2, which recommends agreeing a personalised management plan with the patient and providing it in a format that meets their needs.
3. Referral to a multidisciplinary post-COVID assessment service or Long COVID clinic, in line with NICE NG188 §6.1, given that my symptoms have persisted beyond twelve weeks and significantly affect daily functioning. If a local pathway exists I would be grateful for the referral; if no local pathway exists, please tell me in writing what alternative service the practice will use to deliver an

equivalent multidisciplinary assessment.

4. Where any of the above is declined or departed from, a written clinical reason recorded in my notes and copied to me. This is in line with the GMC's Good Medical Practice (2024), which requires doctors to keep clear, accurate and contemporaneous records and to be able to justify departures from recognised national clinical guidance.

5. A written response to this letter within 14 days, confirming what has been actioned, what has been declined and why, and the date of any referral made.

I would also like to remind you that under the NHS Constitution for England I have the right to expect care that reflects national clinical guidance, including the right to be involved in decisions about my care. I am asking for that right to be operationalised in my case.

I am happy to attend in person, by telephone or by video to discuss any of the above. Please direct correspondence to the email address on file.

If a satisfactory response is not received within 14 days, I will treat this letter as the trigger for a Stage 1 complaint to the practice under the NHS Complaints Regulations 2009, and I reserve the right to escalate to the Integrated Care Board and, if necessary, the Parliamentary and Health Service Ombudsman.

Thank you for your time and for taking this request seriously.

Yours sincerely,

Margaret R.

*This is a formal letter prepared with the assistance of Finally Seen ([finallyseen.org.uk](https://www.finallyseen.org.uk)), an independent service that helps UK patients put NHS-cited requests on the medical record. It is not legal or medical advice. The clinical decisions remain with the treating GP.*