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23 05 2012

Miss Katrina Margery
49 Sheppey Beach Villas
Manor Way
Leysdown-On-sea
Sheerness
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ME12 4QQ

Dear Miss Margery

I notice from our records that your annual review is now due.

We at the surgery are trying to streamline our reviews and hopefully you will only need to attend a review once a year. I am hoping that you will agree that this will be more beneficial to you especially if you find yourself in more than one disease group.

Initially, you may find that you will be visiting the surgery earlier than normal but this should only be for the first year.

Can you then kindly telephone the surgery and make an appointment with a Practice Nurse.

Thank you for your kind assistance in this matter.

Yours sincerely

Mrs S Simpson
Practice Manager

Please remember to bring your inhalers with you to your appointment.