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02-Aug-2016

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

Dear Miss Margery,

We have been updating our records at the surgery and note we do not have a smoking and alcohol status for you. In view of this we would be grateful if you would complete the enclosed form and return to the surgery, at your convenience.

Whilst writing we would request you confirm that all your current details, i.e. address and telephone number are correct.

We look forward to hearing from you.

Many thanks.
Yours sincerely

Tracey Johnson
Administration Assistant