To: [Doctor’s name]   
[Doctor’s address]

From: [Your name]  
[Name of your organisation]  
[Address of your organisation]

[Today’s date]

If you’re unable to provide the requested information quickly, please reply to confirm you’ve received this.

Dear [doctor’s name]

I am writing for information about your patient [name of employee], who lives at [address of employee].

I am a/an\* [your role] at [name of your organisation]. Your patient works as a/an\* [employee’s job title] at the organisation.

I have attached the employee’s permission for me to make this request. They [do/do not] want to see the report before you send it to me.

I would like information in order to manage [sick pay / plan work / support the employee].

I would like information about:

[List the things you’re asking about. For example:

* their absence from work, including absence dates
* their health condition, such as a broken wrist]

Their role involves:

[List any employee tasks or responsibilities the condition might affect. For example:

* standing for long periods
* heavy lifting
* working evenings
* using a keyboard
* driving]

I would like to know:

[List any other information you need. For example:

* the condition’s impact on carrying out their tasks or responsibilities
* how long the condition is likely to last
* whether it’s a disability
* reasonable adjustments that might be needed
* a likely date the employee will return to work
* if a phased return to work, change of duties or other support might help the employee]

Let me know if I need to pay a fee for this information.

Please reply [by email / by post - a stamped addressed envelope is enclosed].

Yours sincerely,

[Your name]  
[Your telephone number]  
[Your email address]

\*delete as necessary