*To be printed on trust headed paper. Text in square brackets to be edited and highlighting to be removed.*

[Date]

Dear parent / carer of [child’s first name and surname OR initials and surname]

**Don’t forget to tell us what you thought about your child’s recent experience of hospital care.**

We recently sent you a questionnaire about your child’s experience of care at [NHS trust name], but we haven’t received your response yet.

Many people have already responded to the survey but **we would really like to hear from you**.

Please remember your responses are **confidential** and the people who provided your child’s care will **not** know whether you have taken part or not.

If you have recently returned your questionnaire, **thank you**, and please accept our apologies for sending this reminder. If you have misplaced the questionnaire, another one will be sent to you soon.

# Your feedback will help improve children and young people’s NHS hospital care.

For any questions, please call [our Freephone line /us] on [number] between [opening time] and [closing time], [days].

Yours sincerely,

[Chief Executive name]

Chief Executive,

[NHS Trust Name]