*Please print on the trust’s headed paper with signatory at the bottom. You need to edit the text in square brackets and remove the yellow highlighting. The letter below should fit onto one side of A4.*

[Date]

Dear [Patient first name and surname],

# Don’t forget to tell us about your NHS maternity care.

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

Your views are very important so we would like to hear from you. The results of the survey will **help us find out what we do well and what changes we need to make.**

Please remember your responses are **confidential** and the people who provided your 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 can help improve maternity services.

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

Yours sincerely,

[Name of Chief Executive / Name of Head of Midwifery]

[Chief Executive / Head of Midwifery]

[NHS trust name]