[Template ‘Keeping in touch letter or email’ – please read through again once adapted for use]

*Insert hospital logo*

*And address*

*Insert parent/s’ address*

*Insert date*

Dear [*insert parent or parents’ name*]

I/We [*delete as appropriate*] are sorry that there has been a delay in finalising the review report of your care. We understand that long waits can be distressing.

The reason for this delay is [*give clear reasons*]

I/We [*delete as appropriate*] hope to be in touch with you in the next [*insert number of weeks*] weeks. If you have any questions please contact [*insert key contact details*].

Yours sincerely,

PMRT team/Clinical Director/Head of Midwifery [*indicate as appropriate*]