**Your name**

**Address**

**Town**

**Postcode**

**Service provider**

**Address**

**Town**

**Postcode**

**Date**

Dear NAME,

As you may be aware, NHS England published a new information standard about accessible information which came into force in 2016. It is called SCCI 1605.

The standard sets out rules for communication formats and represents a real step forward for people who are unable to read standard print to be able to access health information and appointments in a format that they can read.

With this in mind, I would like to notify you that I have a sight impairment and cannot read ordinary print. Therefore, I’d like to request that any documentation that you send out to me be in the format indicated below:

My required alternative format for written communications is: INSERT HERE

This request applies to all forms of written communications, including personal patient information and general information which you normally provide to service users in ordinary print. I would be grateful if you could ensure that my information format needs are captured and flagged up on your patient record system.

If you need further information, the read codes for my request above are located in the SCCI 1605 full specification document on the NHS England website.

I would be grateful if you could confirm in the format specified above that my accessible format needs have been recorded on your patient record system and on my summary care record under the communications and information needs section.

Yours faithfully,

SIGNATURE