[Your address]

To the Practice Manager

[Your National Health Service number, if you know it]

Dear Sir or Madam

**Request for reasonable adjustments**

I am writing to ask you to make a reasonable adjustment for me under the Equality Act 2010 because of my mental health problems. These problems make it very difficult for me to use your service for appointments with the nurse and my doctor.

**[Describe your mental health problem and how this is making it more difficult for you at the moment. An example is given below]**

As my GP will confirm, I have experienced long term problems with anxiety and have been diagnosed with borderline personality disorder. Because of my agitation I find that I am unable to remember the advice I was given at a consultation.

**[Explain what change or changes you want. An example is given below]**

Because of this I would be grateful if the nurse and GP at the practice could make the following reasonable adjustment for me:

* The GP and the nurse to write down any key advice at the time I am in the surgery. This means I have something to refer to if I can’t remember what was said to me.

**[Explain what the law is]**

I am advised that the Equality Act applies to GP surgeries as they provide services. Under the Equality Act, you have a duty to make reasonable adjustments (changes) for disabled people when their disability makes it difficult for them to access your services compared with someone who does not have that disability.

I hope you can confirm that you can agree to make these changes so that I can use your services.

Thank you.

Regards

[Your full name]