**[PLEASE DELETE ALL SECTIONS IN BOLD AND REPLACE WITH YOUR DETAILS.]**

**[Your home address]**

**[Your email address]**

**[Your phone number]**

**[Date of letter]**

**[Insert (on the left) the address of whoever you are writing to, ether your GP surgery’s practice manager in the first instance, or your local Clinical Commissioning Group to escalate the complaint.]**

Name: **[Your child’s full name]**

Date of birth: **[Your child’s date of birth]**

Dear Sir/Madam

I am writing to you because my request for a referral for my child for full NHS testing for Auditory Processing Disorder/APD has been refused by **[name of GP or other referring professional]** at **[name of your surgery, hospital etc.]**

It is my understanding that under NHS Patient Choice I have “the right to choose which hospital in England to go to” and for my child to be referred to and “which consultant-led team will be in charge.” It also states that this is a legal right, which has been denied to my child. <https://www.nhs.uk/using-the-nhs/nhs-services/hospitals/about-nhs-hospital-services/>

I do not want my child to be referred to my local hospital because full APD testing a specialist service only provided in certain locations. Although screening might be available, this is not an equitable service and no such full service is provided in my area.

I also attach the document “APD testing centres 2021” for your consideration. A child will first need to have had a hearing test in the 3 months prior to referral, and this condition had been met. I attach a copy of this report along with copies of all other required reports, including suspicion of APD by a qualified professional.

As you will see, a direct GP referral is acceptable and there is no need for my child to be seen at my local hospital first and referred on, which wastes valuable time and resources.

I request that the referral for APD testing is sent to **[name of consultant]** at **[address of APD testing centre].** My child meets the criteria for this testing centre, **[also attached] *if criteria are available***

 However, GPs must ensure that they refer appropriately for the centre that I have requested, as different processes apply at different testing centres.

You have my consent to investigate this matter. The symptoms of this condition are causing my child considerable distress and acting as a barrier to their education and communication, further exacerbated by the delay due to our GP refusing their referral. I would therefore be very grateful if this matter could be investigated and a referral sent as soon as possible.

Yours faithfully