**Your name**

**Address**

**Town**

**Postcode**

**Service provider**

**Address**

**Town**

**Postcode**

**Date**

Dear [person’s name],

|  |  |
| --- | --- |
|  | NHS England published the Accessible Information Standard in 2016. |
|  | This sets out rules for accessible information.  It is a positive step for people to be able to access health information and appointments in a way that they can understand. |
|  | I have a learning disability. I would like to ask for this support: |
|  | All written information and letters in easy read. |
|  | Extra time at my appointments. |
|  | Allowed to bring someone with me to support me at appointments. |
|  | Please make sure that this is recorded on your system so other staff members know about my requests too. |
|  | There is more information here:  www.england.nhs.uk/  ourwork/accessibleinfo/ |
|  | Please could you write to me in easy read, to let me know that my requests have been saved on your system? |

Yours faithfully,