Department of \*\*\*\*  
\*\*Trust\*\*  
\*\*Hospital\*\*  
\*\*City\*\*   
\*\*Post code\*\*

To Whom it May Concern,   
  
**Re: Letter to confirm \*\*your name’s\*\* involvement as lead in all aspects of a two-cycle surgically themed audit demonstrating change which was presented at a \*\*local/regional/national\*\* meeting**

I supervised \*\*your name\*\* during the completed two cycle surgically themed audit titled: “\*\*Title\*\*”.

\*\*Your name\*\* led all aspects of the project including: planning, data collection, data analysis, implementing change and all of the audit cycles. Following the first cycle results,\*\*your name\*\* led and implemented \*\*describe your change\*\*. The second cycle results demonstrated a considerable improvement in \*\*insert\*\* and therefore patient safety.

\*\*Your name\*\* presented the completed cycle results at the \*\*local/regional/national\*\* meeting “\*\*Meeting title\*\*”.

Yours Sincerely,

Mr/Ms \*\*Consultant name\*\*   
Consultant \*\*Role\*\*  
\*\*GMC Number\*\*

Date: