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[www.royalberkshire.nhs.uk](http://www.royalberkshire.nhs.uk)

By Email

[name]

[date]

Dear [name],

As you are aware, we are investigating an incident regarding the care of [name]. [Description of incident].

As you contributed to the care of this patient, please could you provide a statement regarding your involvement to supplement your clinical records. Comprehensive information from everyone involved will help us to put the events in context. This will enable us to identify areas of good practice and learn any lessons that we can from the incident.

A copy of this letter has been sent to your Educational Supervisor who will be available to support you and provide any assistance you require to write your statement. Please find attached guidance on report writing.

Once the investigation is completed, your Educational Supervisor will receive a copy of the report, including actions recommended, which they will share and discuss with you.

Please be aware that investigations may take several weeks to complete. During this time if you would like any further information or updates please contact [name] on [email], or your clinical lead.

Please could you kindly let me have your statement by [date].

Thank you

Yours sincerely,