

**Code A****Trust Secretariat Manager****Management Centre**  
St Mary's Hospital  
Milton Road  
PORTSMOUTH  
PO3 6AD**Code A****PRIVATE & CONFIDENTIAL**

29 December 1998

**Code A**

Our ref: SS/NLW/**Code A**1046/98  
(Please quote our ref on all correspondence)

Dear **Code A**

I write to confirm that I have arranged a meeting to discuss your complaint for 2.00pm on Friday 22 January 1999. The meeting will be held in the Board Room, 2<sup>nd</sup> Floor of the Management Centre at St Mary's Hospital.

For your information, also present at the meeting will be **Code A** Operational Director for Medical Services, Mrs Alyson Stainer, General Manager of the Medical Directorate and Mr Andy McCrae, Charge Nurse.

Yours sincerely

**Code A****TRUST SECRETARIAT MANAGER**

cc: **Code A**  
Mrs A Stainer  
Mr A McCrae