

**Code A****Trust Secretariat Manager****Management Centre**

St Mary's Hospital

Milton Road

PORTSMOUTH

PO3 6AD

**Code A****PRIVATE & CONFIDENTIAL**

9 September 1998

**Code A**

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

Dear **Code A**

With reference to our recent telephone conversation, I can confirm that I have arranged a meeting to discuss your complaint for 9.30am on Friday 25 September 1998. The meeting will be held in the Management Centre, 2<sup>nd</sup> Floor, St Mary's Hospital.

For your information, also present at the meeting will be **Code A** General Manager of the Medical Directorate, Mrs Alyson Stainer, Associate General Manager for General Medicine and Mr Andy McCrae, Charge Nurse. I believe you are bringing your friend, **Code A** with you.

Yours sincerely

**Code A****TRUST SECRETARIAT MANAGER**cc: **Code A**

Mrs A Stainer

Mr A McCrae