

Mr R Bishop  
Chief Executive

Code A  
Information & Data  
Quality Officer  
Bed Bureau, F Level  
QAH

RB/KM/CA, Code A 1314/98  
(Please quote Our Ref: on all correspondence)

COMPLAINT: Code A  
Hospital No:

I enclose a copy of a letter of complaint from the above-named, which is self-explanatory and would be grateful if you could let me have your comments.

As you may be aware, there is a national requirement for Trusts to respond to complainants within a limited time. I would, therefore, be grateful for your comments by **15 December, 1998** and very much appreciate your help in this matter.

Yours sincerely

R Bishop  
Chief Executive

c.c. Code A Operational Director, MS Directorate, Queen Alexandra Hospital