## Appendix I

A close-up of a logo

Description automatically generated

Cover Letter for SI Report

Service Name Service Address Service Postcode Service Telephone:

Our Reference:

Date:

PRIVATE & CONFIDENTIAL

Patient Name Patient Address Patient Postcode

Dear XXXX

Further to our initial letter and discussions, please find attached the investigation findings into the SHORT DESCRIPTION OF THE INCIDENT – death of XXX which happened on (date). On behalf of the Trust and members of the team involved in your son’s/daughter/wife’s/husband’s etc care. Could I once again offer my apologies/condolences.

We are committed to learning and improving, and as such we want to be open with families and carers when events such as this occur.

I hope this report will help assure you that any care and treatment issues and suitable recommendations have been identified and actioned.

Please don’t hesitate to contact me if you would like to discuss the report further. Yours sincerely

**Manager Name Manager Job Title**

