## I’m moving to another service and haven’t been offered support

Ref para 4

Dear [insert name of service manager],

**[Insert your name, date of birth and NHS number]**

I am currently receiving treatment from [*insert name of current service] and* am due to transfer to your service on [insert *approximate date]*.

I have asked for joint meetings between my current service and your service, as suggested by the Royal College of Psychiatrists’ guidance for good practice in managing transitions. However, these meetings have not been arranged.

I am aware that transitions between services are recognised as a challenging time when my treatment and recovery can be put at risk, so I am keen to ensure that these joint meetings do take place. As my current service has not arranged them, I am writing to ask if you could contact [insert the name of your current clinician] at [insert name of your current service] to arrange a joint meeting.

Please could you let me know what you decide to do in response to this request?

[Delete this sentence if not appropriate] Please also send a copy of your response to my GP: [insert GP name and address]

Yours sincerely,