**This letter is for you to adapt for your patient(s). Please ensure that you customise the text highlighted in yellow so that the information is appropriate. Please also ensure that once you have made your amendments, any important information isn’t split across two pages, or that an instruction to continue on to a second page is added.**

Insert practice header or print to practice headed paper, or type address details below.

[Practice name]

[Address]

[Tel]

[Fax]

[Email]

[Date]

[Title\_Initial\_Surname]

[Patient Address Block]

Dear [Title] [Surname],

We are writing to all the patients currently using high numbers of salbutamol inhalers (your blue device), to encourage them to make an appointment to discuss their symptom management. The reason for this is that a high number of prescriptions for salbutamol devices indicates that your illness is not under control. A review of inhaler type and use can improve your health outcomes and reduce the need for further ‘rescue’ medicine, such as your blue inhaler.

Please make an appointment at the surgery at a convenient time to discuss this further.

Yours sincerely

Dr [insert name] and partners