

**Freedom of Information Act 2000 – Request Reference FoI/24/189**

**Generic Letters**

**Information Requested:**

With your email below you kindly included a copy of [named individual's] letter dated 7th April 2021 addressed to Health Board CEOs and others dealing with reduction of waiting lists.. It proposed a national approach supported by standard letters. Please can you supply me with copies of these standard letters and instructions.

**Response Details:**

Please see the attached PDFs for generic letter templates.