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|  | [Practice website] |
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[date]

Dear Colleague

**RE: Request to prescribe a drug not on the Pan-Dorset Formulary**

Thank you for your letter dated [date] regarding [patient ID/name].

I note that you have asked me to prescribe [medication(s)] which is not listed on the Pan-Dorset Formulary.

This practice aims to adhere to the formulary to ensure cost effective and evidence based prescribing is supported across the Dorset health community.

In addition to GP practice adherence to the formulary, the Chief Pharmacists in each of the local Acute, Community and Mental Health Trusts has also committed their organisation’s support to adhering to the formulary.

I would be grateful if you would suggest a formulary alternative to the drug requested. The formulary can be accessed via: [www.dorsetformulary.nhs.uk](http://www.dorsetformulary.nhs.uk). Alternatively, please seek the advice of your organisation’s Chief Pharmacist as to how to get the requested drug approved for use under the Dorset formulary.

Yours sincerely

[name of GP]

[name of practice]