Your name and your contact details

Dear xxxx

I’m writing to invite you to take part in a Focus Group to discuss your experiences regarding [topic] whilst an inpatient at this hospital.

Salisbury NHS Foundation Trust is committed to developing services that meet the needs of the patients, their families, carers or a friend. This includes listening to their experiences. Holding a Focus Group has been shown as being an effective way of listening to people’s views. It also gives patients a chance to share their experiences with each other. A leaflet has been included with this letter explaining in detail what a Focus Group is.

**The date of the meeting is to be confirmed**

**In**

**room to be confirmed**

During this meeting we will be talking about [topic]l. This will hopefully help the group members consider the following questions, which will form the basis of the discussion.

* What worked well / positive experiences
* What did not work well / negative experiences
* What could be improved
* The way forward.

We would very much like you to be part of this group. However, it is important to stress that if you do not wish to take part or are unable to, this will not affect your care in any way.

If you are not able to join us, but would like your views to be included, please use the form provided to send us your comments. The facilitator will make sure your comments are included in the report.

**Please return completed forms by xxxxx**

If you would like to know more about the focus group please contact me at the address above.

Thank you for taking the time to read this.

Kind regards

Your name

**Name of focus group – focus group**

Date and name of meeting

|  |  |
| --- | --- |
|  | **Name** |
| ❑ | **I am able to attend** the meeting on xxxx |
| ❑ | **I am unable** to attend |
|  |  |
|  |  |
|  |  |
|  | If you are unable to attend but wish to add your comments, please write them in the space below. |