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

Ref para 1

Dear [insert name of service manager],

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

I am currently receiving treatment with your service, but am due to transfer to [insert new service name] your service in [insert approximate date].

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 know when these joint meetings will take place, and that my transition will be handled in line with the Royal College of Psychiatrists’ guidance for good practice in managing transitions.

I am sure that my transition is being planned appropriately and I am therefore writing to ask for details of this planning. Please could you let me know what the plans are, and confirm that the Royal College’s guidance will be followed?

I look forward to hearing from you.

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

Yours sincerely,