[Amend any text in red below and please read through again once adapted for use]

Template: Parents cannot be reached cover slip to accompany letter *Insert hospital logo*

Dear [*insert parent or parents’ name*],

I am so sorry for your loss. I am writing to you now because I have not been able to speak to you so I am following up to make sure you have the information about the review process.

We take the death of a baby very seriously. There will be a meeting to review your care and answer any questions you have. I have included our original letter which explains our review process as I want to make sure you are kept informed about this.

If you have any questions about the review, or would like to give us any feedback about your care, please get in touch with your key contact.

Yours sincerely,

[*Name*]

PMRT team/Clinical Director/Head of Midwifery [*indicate as appropriate*]