Hello

Thank you for contacting <<name of practice>>. This is an automated reply. Our emails are checked by reception staff periodically but are not constantly monitored throughout the day. We endeavour to respond to all emails within one business day.

**Please do not send us emails that require an urgent response**.

If you need to speak to us urgently - during our opening hours - or do not receive a reply to your email, please call us on <<phone number>>. Our opening hours are <<opening hours>>.

**For medical emergencies please always call 000.**

For afterhours medical attention please call the <<afterhours contact number>>.

You can easily book an appointment with our doctors online via our website:

<<website>>.

We are always accepting new patients!

If you need to cancel or change an existing appointment, please call us on <<phone number>>.

Once again, thank you for contacting us!

From your friendly team at:

<<name of practice>>

P: <<phone number

W: <<website>>