**Template email for escalating concerns from Healthwatch to the CQC**

*\*\* please cc your Healthwatch England regional manager*

**Subject:** Information of concern for the attention of CQC inspection teams

Please see below / attached patient safety concerns relating to:  < service name>  <service full address >

This information is being shared on behalf of <Healthwatch Anytown >

Contact at Healthwatch: <insert name and contact details if available / consented to share>

Date/period of incident(s): < this does not need to be specific if not known>

Details of concerns: <please include as much information as possible about the issue and actions that have been taken in response, including if a complaint has been raised with the service  provider>

Have any other organisations been informed (e.g. local authority):

Please advise if you require any further information. If you could please acknowledge receipt of this email it would be greatly appreciated.

Add sign-off as appropriate.