## This is the main heading

Dear parent or guardian of ((fullName)),

This is the body text.

## Bullet points

Use a lead-in line before bullet points. For example:

* item 1 in a bulleted list
* item 2 in a bulleted list

## Numbered steps

1. Step 1 in a numbered list.
2. Step 2 in a numbered list.

## Headings

Use headings to break up your message content

## Links

Write links in full, starting with https://. For example, <https://www.service-manual.nhs.uk/content>. Put links in bold to make them stand out. Do not use underlined text for links.

Do not split links across different pages. Add a page break before the paragraph with the link.QR codes

If you want to include a QR code, put it in the body of your letter. Insert it as an image.

You’ll need to generate the QR code yourself.

You must also provide a short URL or written instructions for how to find your webpage. For example:

A qr code with a black background

Description automatically generated

Scan the QR code or visit https://www.notify.nhs.uk.

## Personalisation

To add a personalisation field, include a placeholder with double brackets around it.

For example, hello ((firstName)), your NHS Number is ((nhsNumber)).

## Paragraphs

Paragraphs can be split across 2 pages.

If you do not want a paragraph to run over different pages, add a page break before the paragraph.

## Images

Images must be black and white. Position them within the same page margins as the text.

## Data protection

If you want to include data protection information, put this at the end of your letter. You can write this yourself. NHS Notify does not provide text for data protection or privacy notices.