**Notification letter to HCP’s Superior re: Consultancy Agreement**

Dear [Name]

RE: Proposal to enter into a consulting agreement with [Details of HCP]

It is the current intention of [member company] to enter into a consulting agreement with [HCP] (“the Consultant”) under the following scope of works:

[Enter scope of works: i.e. research, training etc]

From [start date] to [end date]

The proposed consulting agreement is not conditional upon any obligation for the Consultant to use, recommend, promote or purchase products of [member company] (or any of its affiliates) and is not intended to influence the Consultant to do so.

As a member of the Association of British Healthcare Industries, we are required to comply with the ABHI Code of Business Practice (the “Code”). Prior to entering into any consultancy agreement with the Consultant, the Code requires us to provide you with notification of the proposed agreement. Please therefore treat this letter as this notification, and provide us with any comments you may have (if any) at your earliest convenience. In particular, if you oppose the proposed consultancy agreement, please let us know immediately.

Yours sincerely

[Name]

[Title]

[Contact information]

[Email address]