

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

**[I am/we are]** writing to you regarding the delivery of non-contractual work. Because this activity is outside **[my/our]** standard contract, separate arrangements will therefore need to be agreed for it.

While **[I am/we are]** willing to undertake this work, **[I am/we are]** only prepared to do so for a rate that appropriately reflects the value of **[my/our]** time.

As such, this letter is to notify you that with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[I am/we are]** onlywilling to deliver this activity if it is remunerated at the value set out on the BMA rate card as a **[cash value/session value]** or better. This rate card is included as an annex to this letter.

**[I/we]** would be grateful if you could confirm your acceptance of this rate prior to any such additional work being undertaken.

Yours sincerely,

**Annex 1**

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