[Your address]
 \_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_

 [Today’s Date]

NHSBSA,
PO Box 321,
Darlington,
DL98 1AL

Dear Sir/Madam,

**Challenge to Penalty Charge: Reference Number [insert your penalty charge reference number].**

I am writing this letter to challenge a penalty charge that I received on [insert date that you received the penalty charge letter].

I would like to challenge the penalty charge because I believe [insert **one** of the following reasons]:

1) I am entitled to NHS Free Prescriptions (explain why); **or**

2) I have a prepayment certificate (include your certificate number/attach a copy of your certificate); **or**

3) I have a valid in date certificate exempting me from paying for prescriptions (include your certificate number/attach a copy of your certificate; **or**

4) I have exceptional reasons not to pay (explain your reasons).

Please could you remove the charge as soon as possible. Thank you.

Yours faithfully,

[Sign here]

[Your full name]