






**Sharon O'Hara**  
**Prevention Team**  
**Adult Care**  
Derbyshire County Council  
Adult Care  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

Telephone: (01629) 532451  
E-mail: [adultcareinfo@derbyshire.gov.uk](mailto:adultcareinfo@derbyshire.gov.uk)  
Our ref: Sharon O'Hara  
Your ref:  
Date: 31 May 2016

Dear

 Hello	<p><b>Introduction</b></p> <p>I am contacting you because you receive, or have received, care and support services from Derbyshire County Council Adult Care. I want to improve and develop the way that we provide information and advice about our services so I would like to get your views on this by completing and returning the enclosed questionnaire.</p>
	<p><b>What we would like you to do</b></p> <p>We would like you to help us by completing the questionnaire attached. Full instructions are given with the questionnaire including what to do if you need help to fill it in. If you choose not to take part then it will not affect the services you receive.</p>
	<p><b>What to do if you have queries</b></p> <p>If you, or your friend or relative, have questions you would like to ask about the survey, or if you would like the questionnaire in another language or different format like large print then please ring 01629 532451.</p>

	<p><b>Sending back the completed questionnaire</b></p> <p>Once you have completed the questionnaire please return it in the envelope provided by 30 June 2016. You don't need to put a stamp on the envelope.</p>
	<p>Thank you for helping us by taking part in this survey.</p>

Thank you for helping us by taking part in this survey.

*Sharon O'Hara*

Yours sincerely

**Sharon O'Hara**

**Service Manager, Prevention, Adult Care**

**Enclosure :**

- Questionnaire
- Pre-paid return envelope