

## Email template to update a main contact

Please send your email to:

[pcse.datamanager@nhs.net](mailto:pcse.datamanager@nhs.net)

Please use the subject:

Change of Main Contact - DMS

Dear PCSE,

**Site Code:** A91XXX      **Site Name:** XXXXX

Please could you change the main contact details for our site:

**From:** insert full name and email address

**New main contact details:** insert full name and email address

If you require any further information, please get in touch either via email or telephone number below.

Thank you for your help with this matter.