***Date***

***Specialist’s name***

***Hospital specialty***

***Hospital name and address***

Dear sir/madam,

***Your full name***

***Your date of birth***

***Your NHS number (if you know it)***

***Your address***

***Your preferred telephone number***

Our mutual patient is receiving care from you for:

**Write your original problem here**

They await a follow-up appointment and/or treatment, but report the following change in their condition since your last contact with them:

**Explain briefly what has changed since your last contact with the specialist**

We request that you take the following action:

* Review the patient’s hospital notes alongside this letter to determine whether their care might be expedited
* Contact the patient directly to inform them the outcome of that decision, and their likely wait for further care
* File this letter and document your decision in the patient’s medical record.

Yours faithfully,

Dr D Callow, Mrs Katie White, Dr E Ball, Dr S Lindsay