***Date***

***Outpatient Appointments***

***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***

This patient was referred to you for assessment of:

**Write your original problem here**

They await a first appointment, but report the following change in their condition since referral:

**Explain briefly what has happened since Formby Medical Group referred you to the specialist**

We request that you take the following action:

* Pass the original referral letter and this letter to a clinician to determine whether their assessment might be expedited
* Contact the patient directly to inform them the outcome of that decision, and their likely wait for an appointment
* File this letter, and document your decision, in the patient’s hospital medical record.

Yours faithfully,

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