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**

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 Kingsway Surgery 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 C. McDonagh, Dr E. Wakeford