Letter for a first appointment with a specialist – Delete and Edit as necessary

Dear Consultant,

I am awaiting care from you for <Write your original problem here>. I have been referred by my doctor or practitioner at The Westgate Practice in Lichfield.

I await an appointment and / or treatment but report the following change in my condition since my referral was sent to you:

<Explain briefly what has changed since your referral>

I request that you please take the following action

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

## Letter for a follow-up appointment – Delete and Edit as necessary

Dear Consultant,

I am receiving care from you for <Write your original problem here>.

I await a follow-up appointment and / or treatment but report the following change in my condition since your last contact with me:

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

I request that you please take the following action:

* Review my hospital notes alongside this letter to determine whether my care might be expedited
* Contact me directly to inform me of the outcome of that decision, and me likely wait for further care
* File this letter and document your decision in my medical record.
* Once you have completed this, you can post your letter to Outpatient Appointment (first appointments) or your consultant secretary (booked appointments or follow ups).