Dear <**write consultants name or specialty here**>,

I am awaiting care from you for <**Write your original problem here**>. I have been referred by my GP at Arthur Medical Centre.

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 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

Yours Sincerely,

< **Write**:

Your Name

Your date of birth & NHS number if you know it

Your address & telephone number