

Hospital Site

Hospital Address, Postcode

RBS or Business Unit Department

Tel: 0113 xxx xxxx

Patients Name

Patients Address Line 1

Patients Address Line 2

Patients Address Line 3

Patients Address Line 4

Patients Postcode

NHS No:

Casenote No:

DOB:

Dear Title Surname

Your GP referred you to (Department) requesting an outpatient appointment. The referral has been reviewed by a consultant and a clinical decision has been made that an appointment is not required.

The consultant will write to your GP explaining this, along with appropriate advice.

Please contact your GP Practice if you do not hear anything within 3 weeks time.

Yours sincerely