Dear colleague,

Here is a list of the referrals i’ve made at your practice today.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Patient’s name | Identifier (NHS, computer or DOB) | Reason | 2 | U | R | P | F | A |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**2** = 2/52 rule; **U** = urgent; **R** = routine; **P** = private; **F** = fax; **A** = already actioned

* This letter is accompanied by a cassette.
* I’ve submitted my dictation electronically.

Please ensure my full professional name and registered qualifications accompany all referral letters. If a review of any of my referrals leads to a change in destination or purpose, please let me know.

Dr [your first name] [your last name]

[your professional qualifications]