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| UR and barcode |

**[](https://www.bing.com/images/search?view=detailV2&ccid=MzsFOWxx&id=C266094D98BD35875E186C6394D25DEAA69F492D&thid=OIP.MzsFOWxxCEB6ijkWxB1pIwHaHZ&q=interpreter+symbol+australia&simid=608037104824486594&selectedIndex=0)**Date

Mr P Patient

00 Primary Street

Suburb 0000

Need an Interpreter?  
 call: (03) xxxx xxxx

Dear [Title] [Name],

**Cancelled appointments**

**Clinic:** [clinic ID]

**Referral date:** [date]

**Referrer:** [referrer]

Our records show you have **cancelled many appointments**.

You will **not be given another appointment** at this clinic.

If you still need an appointment at this clinic, please see your General Practitioner (GP). You will need a new referral.

If you have any questions about this letter, please **(03) xxxx xxxx** between **x am – x pm Monday to Friday**.

Yours sincerely,

[Name]   
Manager

[Health Service] Specialist Clinics