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

[Title] [Name]

[Address line 1]

[Address line 2]

[Suburb] [Postcode]

Need an Interpreter?  
 call: (03) xxxx xxxx

Dear [Title] [Name],

**Why are we contacting you?**

We are writing to confirm that **you are on the planned surgery preparation list and the clinical urgency category for your surgery has been changed.**

You are on the list to receive <Proposed procedure> at <Surgical unit responsible for care>, <Health service name>.

When you were first placed on the planned surgery preparation list you were assessed to be in clinical urgency category <insert 1, 2 or 3>. I am writing to tell you that this has been changed to clinical urgency category <insert 1, 2 or 3> because <short plain English reason>. This means that your surgery is recommended to be completed within <insert 30, 90 or 365> days.

**What happens next?**

**You are still on the planned surgery preparation list and if nothing else has changed you do not need to do anything to respond to this message.**

**What if your condition changes?**

Your health is important to us. **If your health condition changes while you are waiting for surgery please contact your General Practitioner (GP) for advice or call <Name> <Surgical unit responsible for care> on <Contact phone number>.**

Please call <Name> <Position> on <Contact phone number> if you:

* have any questions about being on the planned surgery preparation list or planning for your surgery
* decide not to have the surgery
* have already had the surgery at another hospital
* need to change your contact details
* have personal or work commitments that mean you will not be able to have surgery during that time.
* need to tell us about any time periods that you cannot be available for surgery, for example due to personal or work commitments. There are limits to how long you can postpone surgery, these are explained in the information sheet.

Yours sincerely,

[Name]   
[Position]

[Health Service]