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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 inform you that **the date for your planned surgery has changed.**

Unfortunately, we had to change the date of your surgery because <Short plain English reason>. We are sorry for this change.

**Your surgery is now planned for <Time> on <Date> at <Name of hospital and address>**. You will most likely stay in the hospital for <Number of days> days after your surgery.

**What you need to do**

**1. Immediately confirm that you are available to have the surgery on this day.**

Please call <Name> <Position> on <Contact phone number> to confirm that you <will come to the pre-admission clinic and> are available for surgery on this day.

***2.* <Optional section for patients who need pre-admission appointments>** <You need to come to a pre-admission clinic to help prepare for your surgery. You may be seen by another doctor or clincian who are part of the surgical team. **It is very important that you attend this appointment at <Time> on <Date>** at <Name of hospital and address>.

Please bring with you:

* this letter
* your Medicare card
* a complete list of the medicines that you are taking
* your Advance Care Directive (if you have one).

**3. Before your surgery**:

* Follow all the instructions your surgeon has given you about how to prepare for the procedure and try to be as mentally and physically prepared as you can.
* Try to have your commitments taken care of while you are in the hospital and after you come home so you can concentrate on your recovery.
* Organise transport to the hospital on the day of your surgery.
* Parking is available at <Parking details>. If you have been told that you will not be able to drive yourself home please arrange for someone to take you home.
* If you need to travel long distances to attend the pre-admission clinic or for the surgery you may be eligible for a subsidy. Information about the subsidy is available at: <www.vptas.vic.gov.au>.
* <Any other instructions to prepare before the day of surgery, such as time off work or relevant test results>.

**4**. **On the day of your surgery (<date>):**

* Make sure you bring the following with you <Specific requirements>.
* <Any other requirements, such as fasting or medications>.

Thank you for reading these instructions. Following these instructions helps us deliver surgeries to Victorians faster.

Yours sincerely,

[Name]   
[Position]

[Health Service]