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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 **we have removed your name from the <Surgical unit responsible for care>** **planned surgery preparation list.**

You were previously on the <Surgical unit responsible for care> planned surgery preparation list to have <Proposed procedure> at <Health service name>.

*Include the most appropriate paragraph from the six options*

<The hospital has been told that you have had your procedure at another hospital, so we will take you off the list and you will not have the surgery at <Surgical unit responsible for care>.

The hospital has been told that you have decided not to have the surgery, so we will take you off the list and you will not have the surgery at <Surgical unit responsible for care>.

As you did not arrive for your surgery and did not contact the hospital to say that you could not have the surgery, we have removed your name from the <Surgical unit responsible for care> planned surgery preparation list and you will not have the surgery at <Surgical unit responsible for care>.

As you have deferred your surgery two times, we have removed your name from the <Surgical unit responsible for care> planned surgery preparation list and you will not have the surgery at <Surgical unit responsible for care>.

As you told us you were not ready for surgery for personal reasons, and you were not available for surgery in time specified we have removed your name from the <Surgical unit responsible for care> planned surgery preparation list and you will not have the surgery at <Surgical unit responsible for care>.

We have removed your name from the <Surgical unit responsible for care> planned surgery preparation list and will not make any further arrangements for your surgery as we have not been able to contact you. We <Called> on <Date>, <Sent an email on <Date>, contacted a person listed as <Your next of kin> on <Date>, contacted your GP on <Date> and <any other method of contact>.>

**What happens next?**

You do not need to respond to this letter. If you require treatment for your condition please contact your General Practitioner (GP) for advice.

Please call <name> <position> on <contact phone number> if you have any questions about being removed from the <Surgical unit responsible for care> planned surgery preparation list.

Yours sincerely,

[Name]   
[Position]

[Health Service]