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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. You are listed as not ready for surgery because you are waiting for an improvement of your clinical condition.**

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

The hospital has been told that there are issues that need to be fixed before you are ready for surgery.

**What happens next?**

**You do not need to do anything to respond to this message.** A member of your treating team will contact you to discuss what needs to happen for you to be listed as ready for surgery.

The time you are listed as ‘not ready for surgery’ for any reason will not be counted in your overall waiting time.

**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
* 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]