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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 now on the planned surgery preparation list, but you are not ready for surgery for clinical reasons.**

You are on the list to receive <Proposed procedure> at <Surgical unit responsible for care>, <Health service name>. You have been assessed to be in clinical urgency category <insert 1, 2 or 3>.

**What happens next?**

The hospital has been told that you are not ready for this surgery for clinical reasons. We actively review the status of patients who are not ready for surgery for clinical reasons. **When your status changes to ‘ready for surgery’, we will contact you within <timeframe>.**

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.

Yours sincerely,

[Name]   
[Position]

[Health Service]