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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 needs to be changed.** Unfortunately, we need to make this change because <Short plain English reason>. We are sorry for this change.

**What happens next?**

Your health is important to us. <Information about scheduling timeframe and how the new date will be communicated>.

**What if your condition changes?**

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.

Yours sincerely,

[Name]   
[Position]

[Health Service]