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| UR and barcode |

Date

Mr P Patient

00 Primary Street

**[](https://www.bing.com/images/search?view=detailV2&ccid=MzsFOWxx&id=C266094D98BD35875E186C6394D25DEAA69F492D&thid=OIP.MzsFOWxxCEB6ijkWxB1pIwHaHZ&q=interpreter+symbol+australia&simid=608037104824486594&selectedIndex=0)**Suburb 0000

Need an Interpreter?  
 call: (03) xxxx xxxx

Dear [Title] [Name],

**Unable to contact you**

You were referred to the **[Clinic Type]** clinic.

At the time, we added your name to the waiting list as there were no appointments available.

Your name has now been removed from the waiting list because we have **not been able to contact you**.

If you still need an appointment, please see your General Practitioner (GP).

If you have any **questions**, please **call us on (03) xxxx xxxx** between **x am – x pm Monday to Friday**.

Yours sincerely,

[Name]   
Manager

[Health Service] Specialist Clinics