Ref: **Patient’s NHS number**

Acute trust name

Team/Directorate

Address 1

Address 2

Address 3

Postcode

Telephone

Email address

Date



**Patient’s name**

Address 1

Address 2

Address 3

Address 4

Postcode

**Private and confidential**

Dear [**Patient’s name]**

We are writing to you as you are currentlyon thewaiting list within the **[specialty/diagnostic]** department.

You have previously informed us that you wish to delay your ***treatment/test*** due to concerns over COVID-19. We are now contacting all patients who have requested to delay due to COVID-19 concerns to see if they now wish to proceed with their **treatment/test** or would like to continue to postpone.

Could we please ask that you contact us on [xxx] to let us know your wishes by **(date)** quoting your NHS number which can be found on the top left-hand corner of this letter.

**Continuing to postpone your treatment/test**

If you choose to continue to postpone your treatment/test you will remain on the waiting list and we will be in touch with you in around 6 months to check again if you would like to continue to delay or proceed. Please do not be concerned if we contact you before this time, we occasionally review our list to ensure that we have the most up to date information on our patients.

It may still be that you need to have a conversation with one of our team so that we can check up on your symptoms. If this is the case, we will be in contact with you [by timescale] to arrange this.

**Choosing to proceed with your treatment/test**

We are working hard to make sure those who require an urgent appointment as seen as quickly as possible, followed by those who have been waiting the longest.

If you decide that you would like to proceed with your ***treatment/test,*** we will update your hospital records accordingly and you can expect to hear from us by [timescale] on next steps.

You may need to have a conversation with one our team to discuss your condition and ***treatment/test.*** If this is the case, we will be in touch with you by [timescale] to arrange a call/appointment.

**What to do if you have any questions**

If you are concerned about your condition, please contact us on [telephone number (including opening hours)] or email [email address] so that we can provide you with further advice and support.

If we do not hear back from you within 2 weeks of us sending this letter, we will attempt to contact you by phone to discuss your wishes.