[**Contact details including phone number,**

**email address and opening hours**

**for the team**]

Dear [**name of patient**]

My name is **\_\_\_\_\_\_** and I work at **\_\_\_\_\_\_\_** hospital as part of the team who help people get ready for an operation.

I am writing to you because you are waiting for an [**insert name of procedure**] operation at this hospital.

Looking after your health before your operation is important because it will help your operation go well you to recover quicker afterwards. We are here to help you with this.

Could I please ask you to fill in the form below? The information you give us, together with information from your GP, will give as a better idea about you and your health and how we can best help you prepare for your operation.

The information you give will be only be shared with the team who will be looking after you before, during and after your surgery.

It doesn’t matter if you can’t answer all the questions; please answer those you can.

Please send your completed form to: [**insert email or postal address here**].

If you need any help to fill out the form or would like a copy of it in large print please call **XXXXX** [**insert name of service and phone number that people can call and when this is open**]. You can also ask for the form in a language other than English from [**insert local details about translation services**].

Once we have your form, we will be let you know what will happen next. Sometimes, but not for everyone, we will want to arrange an appointment with you to discuss how we can best help you prepare for your operation.

In the meantime, for advice about preparing for surgery, please read the [Fitter Better Sooner leaflet](https://rcoa.ac.uk/patient-information/preparing-surgery-fitter-better-sooner/fitter-better-sooner-general-information) enclosed with this letter. [**Also insert paper copy of this leaflet**]

Wish best wishes

[Name and job title of team member]