# Appendix 3a: Example letter communicating the outcome of the validation and clinical prioritisation [remain on waiting list]

This example letter can be adapted for local use.

Ref: Patient’s NHS number

**Recipient’s name**

Trust name

Team/directorate

Address 1

Address 2

Postcode

Telephone

Email address

Date

Address 1

Address 2

Postcode

**Private and confidential**

Dear **[patient’s name]**

**Important information regarding your dermatology appointment**

We contacted you recently to discuss your referral for a dermatology appointment. We have now reviewed the original referral letter from your doctor and the recent information you gave when you were contacted by colleagues in our booking teamon **[date the patient discussion took place]**.We have also looked at the recent photographs of your skin that you provided, thank you.

Based on our review of this information, we think the best way forward is for you to remain on our outpatient waiting list.

Our booking team will contact you within **[timescale, i.e. the next two months]** to offer you an appointment. If you do not hear from us within this time, please contact **[telephone number and opening hours]** or **[email address].**

**Support for you whilst you wait to hear from us**

To help manage your symptoms whilst you wait for your appointment, it is recommended you: **[insert recommendations]**.

In the meantime, if any of your symptoms change or you have any questions please contact us on **[telephone number (including opening hours)]** or email **[email address].**

**What to do if you no longer need an appointment**

If you no longer need an appointment, please let us know using the contact details above.

Your sincerely

[Named contact in service/department]

N.B. A copy of this letter has been shared with your GP.