Organisation Name

Organisation Full Address (stacked)

Organisation Telephone Number

Organisation Fax Number

Date

Patient Name

Home Full Address (stacked)

Dear Calling Name Surname ,

This letter provides a brief summary of the discussion we have just had.

As a result of today’s consultation I spoke to you regarding the need for you to be referred for what we call a ‘2 week’ rule.

This is basically an urgent appointment and one we request when we are concerned that our patients might have a serious underlying illness such as cancer. The reason we refer you quickly is to ensure that you have your investigations as quickly as possible.

The vast majority of patients I refer urgently are not found to have cancer, and this is very reassuring. For my patients who receive a cancer diagnosis we can ensure that they receive their treatment as quickly as possible.

**It is really important that you now make yourself available to attend all of your hospital appointments including clinic appointments and tests** to ensure that you are investigated as quickly as possible without delay. If your first appointment was booked directly for you, you will already have the date and time of your appointment. If you were not given a date and time when you left the surgery the hospital should contact you in the next 3 working days. If they have not been in touch by 3 - 5 working days please let the surgery know.

This is understandably going to be a worrying time for you. There is help and support available for you, should you have any questions or concerns. You can of course always call the surgery to speak with one of the GPs. There is also the Macmillan Cancer Information Centre at Wirral University Teaching Hospital 0151 552 1860 the Macmillan Freephone helpline 0808 808 0000 and the following websites [www.macmillan.org.uk](http://www.macmillan.org.uk/) and [www.cancerresearchuk.org](http://www.cancerresearchuk.org)

Yours sincerely

Registered GP Full Name