# Appendix 3b: Example letter communicating the outcome of the validation and clinical prioritisation [discharge]

This example letter can be adapted for local use.

A blue and white logo

Description automatically generatedRef: 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 that the best way forward for you is to discharge you and transfer you back to the care of your primary care team in **[XXX]** days. This is because **[insert reason here].** Your condition has improved and/or support to manage your condition can be provided by your GP and you do not need to be seen by a specialist at present.

**What to do if your condition gets worse**

If your condition gets worse, please contact your GP. They will provide you with the care and support you need. Your GP will contact us if they need to.

Your sincerely

[Named contact in service/department]

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