**T4.7 Patient appointment letter**

*Print on your health service letterhead*

6 December 2013

[insert patient/client’s name and address]

Dear

Thank you for participating in the student clinical education program at [insert health service]. Your involvement is greatly appreciated.

This letter is to confirm your appointment time to meet with the students and your GP.

Your GP appointment details are as follows:

Date:

Time:

Clinic address:

Your appointment will be for approximately one hour. You will be meeting with the students first and your GP will join in towards the end of the consultation.

If you will need transport on the day, please contact me on the number below to discuss. If this date and time are no longer suitable, please let me know as soon as possible.

Yours sincerely,

[NAME]

[position]

[health service]

[Telephone]