Date: <enter date>

<enter Outpatients address or Hospital address here>

Dear Sir/Madam,

<enter your full name, date of birth and your NHS number (if you have this)>  
<enter your address>  
<enter your telephone number>

My GP has referred me to you for assessment of <enter your original problem here>.

I am contacting you because <add a brief description of the reason you are contacting the hospital, any change in symptoms since your referral would be useful>.

I would be grateful if you could consider the above comments and get back to me as soon as possible.

Yours faithfully,  
  
<enter your name>