



Dr J Clondyke
Consultant Psychiatrist
Liverpool General Hospital
31 Hope Street
Liverpool
L17 8LN

10 June 2019

Ref: Mrs W Johnston DoB 21/06/1958

(Mrs W Johnston of 26 Royal Parade, Liverpool)

Dear Dr Clondyke,

I am writing to refer this 61-year-old lady for further assessment.

Mrs Johnston came to my office 3 months ago with signs and symptoms of depression and anxiety. Initially, we discussed a few sessions of counselling, but later on decided to start on Sertraline 50mg daily. She reported some improvement in her symptoms after 6 weeks but returned with the same symptoms afterwards.

At the moment, her Sertraline dose is 100mg daily, and she has no suicidal ideation. Her sleep has improved but she continues to have early morning awakening and evening anxiety attacks.

I would be most grateful if you could kindly see Mrs Johnston with a view to further assessment and advice on her continued management.

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

Dr

General Practitioner



Remember approach to Writing Task:

1. Read the case note carefully
2. Who is writing to whom?
3. Why is the letter written?
4. What to include in the letter?
5. What not to include in the letter?
6. Write paragraphs in a logical format

GP (Doctor) → Consultant/GP/Junior Doctor/Nurse/Physiotherapist/Community Nurse/Carer/Patient/Patient's parents

Referral/Discharge/Transfer/Information