

1. paragraph

thanks for seeing the paz/accepting the referral
introducing the patient - age, name, gender, job title
one-phase-complaint-presentation
reason of the referral

2. paragraph

- information about the resending complaint
- the history of the presenting complaint
- examinations and investigations relevant to the current complaint

- the patient suffered
- the condition was caused by

3. paragraph

- medical, family, social history relevant to the main medical issue
- medication and allergy information

- medications and allergies need to be mentioned, even if they are not present

4. paragraph

- closing remarks referring to the main purpose of the letter and an offer of further help



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