[SourceAddress 1]

[SourceAddress 2]

[SourceAddress 3]

[Postcode]

Patient NHS Number: [nhsnumber]

Patient ID: [PT\_ID]

Waiting List ID: [practitioner]

Contact Number: [RMCH central bookings number] option 4

Date: [todaysdate]

**[title] [First Name] [last name]**

[DestinationAddress1]

[DestinationAddress2]

[DestinationAddress3]

[DestinationAddress4]

[Destinationpostcode]

**Private and Confidential – Action Required**

Translate here , ترجم هنا , 翻譯部分 , لێرەدا وەرگێڕان بکە , Przetłumacz tutaj , یہاں ترجمہ کریں

**https: url for MFT website showing letter in large print/translated versions**

 You can also find easy read, large print, and different language copies of this letter here.



Dear Parent or Guardian of [First Name] [Last Name]

We are writing to you as your child [First Name] [Last Name] is currently waiting for a follow-up appointment within [Specialty], at [Hospital site] and has been waiting more than one year.

Here at Manchester University NHS Foundation Trust (MFT), we are giving you the opportunity to contact us to arrange an appointment if your child’s is having symptoms suggesting their condition has worsened.

**This letter is asking you two questions:**

1. **Can your child wait for an appointment to become free, or do they need to be seen sooner because of their health needs?**
2. **Does your child no longer need an appointment and you wish them to be removed from the waiting list?**
3. **Does your child need to be seen sooner?**

If your child’s health has become worse**,** we would like to offer them a patient initiated follow up (PIFU) appointment that will let you speak to a member of the clinical team to determine if they need to be seen sooner. Please call [RMCH central bookings number] selecting option 4, between 8am and 4pm and we will try to offer them an appointment as soon as we can. It may still take up to 12 weeks for their appointment.

If your child’s health has not changed and you would still like to wait, they will get an appointment when one becomes available.

If they have already got an appointment, it is important that they attend. If you have any questions, please call **[**RMCH central bookings number] Selecting option 4 between 8am and 4pm.

**2. Do you want your child to be removed from the waiting list?**

If your child no longer needs an appointment, please call us on [RMCH central bookings number] selecting option 4, and we will notify the responsible clinician and remove your child from the waiting list.

If your child is on one or more waiting list you may get this letter more than once, but please discuss all outstanding appointments with the team and they will assist you.

On behalf of Manchester University NHS Foundation Trust:

The **[Specialty]** department