

**PART 1: REASON FOR LETTER AND SELECT INFORMATION – 5 minutes**

Patient's name:

Who will read the letter (job title)?

Medical language?

Reason for letter:

Most important information FOR THE RECIPIENT:

- 
- 
- 
- 

Other information THE RECIPIENT needs to know:

- 
- 
- 

**PART 2: PUT THE INFORMATION IN A LOGICAL ORDER – 5 minutes**

Introduction/Paragraph 1:

What will you include in Paragraph 2?

- 
- 
- 

What will you include in Paragraph 3?

- 
- 
- 

What will you include in Paragraph 4?

- 
- 
- 

Anything else?

- 
- 

**PART 3: NOW WRITE THE LETTER – 20 minutes + 10 minutes corrections**

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