

**SAMPLE**

[Your Name/Title]  
[Primary Office Name]  
[Primary Office Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number/Fax number]  
[Date]

[Recipient's Name]  
[Referral Office Name]  
[Referral Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on a recent referral we made to your office for [Patient's Name]. As the primary healthcare provider for [Patient's Name], it is important to us to ensure continuity of care and to stay informed about their progress.

We referred [Patient's Name] to your office for [reason for referral], and we trust that they are receiving the excellent care that your office is known for. We would appreciate any updates you could provide regarding [Patient's Name]'s treatment plan, progress, and any follow-up appointments that may be necessary. Please kindly email/or fax consultation reports ASAP.

Additionally, please do not hesitate to reach out to us if there are any changes in [Patient's Name]'s condition or if you require any further information from our end. Collaboration between healthcare providers is essential for delivering the best possible care to our patients, and we are committed to supporting [Patient's Name]'s overall well-being.

Thank you for your attention to this matter. We look forward to hearing from you soon and to continuing to work together in the best interest of our mutual patients.

Warm regards,

[Your Name]