**Sample Courtesy Letter**

[Date]

[Medical Practitioner’s Name and Address]

Re: [Patient’s Name] – Date of Birth: [Patient’s Date of Birth]

Dear Dr. [Doctor’s Name],

[Patient’s Name] advised me that you are their medical practitioner and has provided consent for me to contact you. [Patient’s Name] presented at my clinic on [date] and based on the history and physical examination findings, it is my conclusion that [Patient’s Name] is suffering from [condition]**.**

I have commenced a management plan that includes the following:

[Specify – Some examples are below]

Manipulative/mobilisation therapy

Soft tissue therapy

Electrotherapy

Activity modification and ergonomic advice

Exercises

I have given [Patient’s Name] some materials about the condition and have included copies of these with this letter for your information.

Please do not hesitate to contact me if you have any recommendations or questions.

Yours sincerely,

[Your Name]

[Your Qualifications]

[Attachments]