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| Request for services  (Referral letter template) |

Date:

To:

[Attn]

[Address]

[Postcode]

**Subject:** Letter of request for services

Dear Dr

I am referring [patient’s name] for […]

I am referring [patient’s name] [date of birth] [Medicare number] for [number of sessions] sessions.

I have been [patient’s name]’s GP for the past [number of years] months/years.

In summary, the following assessment and treatment planning has been undertaken: [ ]

Mental Health Treatment Plan attached:  Yes  No

[Patient’s name] has identified the following goals as part of the attached Mental Health Treatment Plan:

[Patient’s name] has advised they would like a carer/support to be in attendance during their first session with the [service provider].

If you have any questions, please feel free to contact me directly. I can be contacted by phone on [T+00000000] and/or email at [email@email.com] if there are any queries.

[Patient’s name]’s Aboriginal Health Worker, [name], should also be contacted on [T+00000000] and/or [email@email.com].

I look forward to your reply.

Yours sincerely,

[Signature]

[GP’s name and title]

[Provider number]