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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] month/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:

Specific treatment requests: [ ]

[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. My preferred method of communication is via email [email@email.com] or phone [T+00000000] in case of any queries.

I look forward to your reply.

Yours sincerely,

[Signature]

[GP name and title]

[Provider number]