

OET Writing Module 9 – Sample letter Grade A

Dr. Leigh Waters  
Surgeon  
Stillwater Private ~~Hospital~~-Hospital  
54 Main Street  
Stillwater

24.02.2018

Dear Dr. Waters

Re: Mrs. Carol Potter, 70 years old

Thank you for seeing this lady, who I suspect has severe osteoarthritis in her left knee, for assessment and recommendation about a possible knee joint replacement.

Mrs. Potter attended my practice yesterday complaining of progressing progressive left knee pain for the previous 12 months, which occurred both while walking and at rest, and which did not respond to Panadol Osteo. She has been suffering from osteoarthritis of her hands and knees since 2008 and denies recent injury. Her right knee was causing her mild pain as well. On investigation, her left knee was not swollen but tender to pressure along the joint, and range of motion was reduced. Consequently, she was prescribed Naproxen 250mg two times a day and an x-ray and blood tests were ordered.

Today, the x-ray showed (shows) osteophytes and loss of joint space of the left knee, but the patella was normal and fractures were ruled out. The laboratory results were within range. Based on the above signs and symptoms, a provisional diagnosis of severe osteoarthritis was made and Mrs. Potter was prescribed physiotherapy as well as an augmented dosage of the analgesic.

**Comment [A1]:** GRAMMAR: note that you could also use simple present „shows“ here since you are stating a fact of what is on the Xray and the current condition of er knee.

As for her medical history, Mrs. Potter has a well-controlled hypertension (Ramipril 5mg daily), (experiences urinary tract infections from time to time) and suffers from intermittent insomnia, for which she takes Temazepam 10mg as required. (Furthermore, she had a skin cancer removed in 2006.)

**Comment [A2]:** IRRELEVANT INFORMATION

**Comment [A3]:** IRRELEVANT INFORMATION

Thank you for your assessment of this lady. Please keep me updated on management and do not hesitate to contact me should you need further information.

Best regards,  
Doctor