OET Advice Letter - Printable Guide

An OET advice letter explains a care plan to a patient, carer or another named reader. Turn the task's instructions into clear actions, priorities and safety-net information in language that reader can use.

Purpose and paragraph plan

1 · Purpose: Who the patient is, why you are writing, and the topic of your advice.

2 · Findings: What you found: the problem, symptoms and relevant observations.

3 · Your assessment: The cause you have identified and why it matters.

4 · Recommendations: Each recommendation clearly, with the patient's own view if it affects the plan.

Our original sample letter: A pharmacist has completed a home medicines review for an 81-year-old woman who has fallen twice. The reader is her GP, who requested the review and will decide on any changes.

Dr Elif Demir

General Practitioner

Hillcrest Medical Centre

21 Ridge Road

Hillcrest

22 October 2026

Dear Dr Demir,

Re: Mrs Gwen Rafferty, DOB 14/06/1945

Thank you for referring Mrs Rafferty, 81, for a Home Medicines Review following two falls in three months. I am writing to advise on changes that may reduce her risk of further falls.

I visited Mrs Rafferty at home on 21 October. Both falls occurred at night, without injury, while she was walking to the toilet because of urinary urgency. She reports a dry mouth, constipation and morning drowsiness. Her lying and standing blood pressures showed no significant postural drop, and she uses her dose administration aid reliably.

She has taken temazepam 10 mg at night for over ten years, and oxybutynin was started six months ago for urgency. She also buys doxylamine over the counter and takes it two or three nights a week. These sedating and anticholinergic medicines are likely to contribute to her falls and morning drowsiness.

I would recommend that doxylamine be stopped and that temazepam be reduced gradually over several weeks, with advice on sleep. You may also wish to consider replacing oxybutynin with a non-anticholinergic alternative, such as mirabegron. She would like to reduce her sleeping tablet but is worried about poor sleep, so she would value discussing a plan with you.

Yours sincerely,

[Name]

Consultant Pharmacist

Body: 198 words. Adapt the purpose and content to the task; do not memorise this letter. Full case notes and explanations are on the linked guide.