OET Discharge Letter - Printable Guide

An OET discharge letter tells the person continuing care, often a GP or community nurse, that the patient has gone home, what happened in hospital, what has changed, and exactly what follow-up you need from them.

Purpose and paragraph plan

1 · Purpose: Patient, the admission in one phrase, discharge date, and the follow-up you need.

2 · What happened in hospital: Diagnosis, the key treatment and the patient's condition at discharge.

3 · Changes and education: New or changed medicines, tests that are due, and what the patient and family have been taught.

4 · Requests: Visit timing, what to check, warning signs and who to contact, plus booked appointments.

Our original sample letter: A ward nurse is discharging a 79-year-old woman home after an admission with heart failure. The reader is a community heart failure nurse who will monitor her at home.

Mr Daniel Kowal

Heart Failure Nurse

Bayview Community Heart Failure Service

8 Tidewater Road

Bayview

22 October 2026

Dear Mr Kowal,

Re: Mrs Iris Pemberton, DOB 11/07/1947

I am writing to request a home visit for Mrs Pemberton, 79, who is being discharged today after admission with acute decompensated heart failure.

Mrs Pemberton, who has heart failure with reduced ejection fraction and atrial fibrillation, was admitted breathless at rest, with ankle oedema to mid-calf. After intravenous diuretics, her weight fell from 74 kg to 69.5 kg, which the cardiology team considers her dry weight. The likely trigger was high salt intake from frozen and takeaway meals.

Her furosemide has been increased to 40 mg twice daily and spironolactone 25 mg daily started; her other medications are unchanged. Her potassium and renal function therefore need to be rechecked in one week; her GP is aware. She has been taught to weigh herself daily, limit fluids to 1.5 litres daily and follow a low-salt diet. She lives alone; her daughter visits three times weekly and is buying large-display scales.

I would be grateful if you could visit her within 48 hours to check her weight, oedema and blood pressure, and reinforce her dietary advice. Please contact us if her weight increases by more than 2 kg over two days. Her cardiology appointment is on 12 November.

Yours sincerely,

[Name]

Registered Nurse

Body: 197 words. Adapt the purpose and content to the task; do not memorise this letter. Full case notes and explanations are on the linked guide.