OET Transfer Letter - Printable Guide

An OET transfer letter hands over a patient to another facility or team that will take over care: say who is being transferred, where and when, then give their current status, precautions and goals so the new team can continue safely from day one.

Purpose and paragraph plan

1 · Purpose: Patient, receiving facility, transfer date and the reason for transfer.

2 · Diagnosis and precautions: What happened, what was done, and any restrictions the new team must follow.

3 · Current status: Today's function, observations and issues still being managed.

4 · Goals and requests: The patient's previous level, goal, the care you want continued, and family needs.

Our original sample letter: An acute hospital physiotherapist is handing over an 82-year-old man who had a hip hemiarthroplasty after a fall. The reader is the physiotherapist at the rehabilitation unit he moves to tomorrow.

Ms Olivia Brandt

Senior Physiotherapist

Glenhaven Rehabilitation Centre

5 Mill Lane

Glenhaven

22 October 2026

Dear Ms Brandt,

Re: Mr Kenneth Fairweather, DOB 30/01/1944

I am writing to transfer the physiotherapy care of Mr Fairweather, 82, who will be admitted to your unit tomorrow following a right hip hemiarthroplasty.

Mr Fairweather fractured his right femoral neck in a fall on 16 October and had surgery via a posterior approach the next day. He may bear weight as tolerated but must follow posterior hip precautions for six weeks. He also has mild chronic obstructive pulmonary disease.

He needs the assistance of one person to stand and walks 20 metres with a four-wheeled frame under supervision; stairs have not yet been attempted. His pain is 6/10 when walking, and he takes analgesia 30 minutes before therapy. His oxygen saturation falls to 91% on exertion but recovers with rest, and postural dizziness on day two has resolved.

Before the fall, he walked with a stick; he lives with his wife in a single-storey house with three entry steps and a left-hand rail. I would be grateful if you could continue his gait and strengthening programme, including stair practice, so that he can achieve his goal of walking to the local shops. His wife is anxious about his return and may benefit from joining discharge planning.

Yours sincerely,

[Name]

Physiotherapist

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.