OET Update Letter - Printable Guide

An OET update letter reports progress to someone already involved in care. Show what has changed since the previous contact, what remains unresolved and the action you need from this reader.

Purpose and paragraph plan

1 · Purpose: Patient, the original referral in one phrase, and both jobs of the letter: the update and any request.

2 · Starting point and actions: The problems you found at the start and what has been done.

3 · Progress: Measurable outcomes since your actions: what has improved and what has not.

4 · New issue, request and plan: Any new concern, what you want the reader to do, and your plan from here.

Our original sample letter: A community occupational therapist is reporting back to the GP who referred a 72-year-old man with Parkinson's disease after a fall. A new problem with symptoms between medicine doses needs the GP's review.

Dr Fiona McAllister

General Practitioner

Lakeview Medical Practice

3 Shore Avenue

Lakeview

22 October 2026

Dear Dr McAllister,

Re: Mr Ivan Petrovic, DOB 18/09/1954

I am writing to update you on Mr Petrovic, 72, whom you referred on 25 August for a home safety assessment following a fall in the shower, and to request a review of his Parkinson's disease medication.

At my initial assessment on 2 September, Mr Petrovic had difficulty stepping over the bath to shower, froze in doorways and needed his wife's help to dress. Since then, grab rails and a shower chair have been installed, and a second rail has been fitted to the staircase. He has also learnt cueing strategies, such as counting his steps, to manage freezing.

He has had no falls since the bathroom was modified in mid-September. Using a button hook and elastic laces, he now dresses independently, except for small shirt buttons in the morning.

However, at my visit on 20 October, he and his wife reported that his freezing and slowness become worse in the hour before each levodopa dose. I would be grateful if you could review the timing of his medication or consider referral to his neurologist. I plan to see him twice more and expect to discharge him from our service in early December if he remains stable.

Yours sincerely,

[Name]

Occupational Therapist

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.