[Hospital Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Name of the patient:  
Contact details of the patient:

Dear (healthcare provider),

Mr. ABC is 50 years patient who has been admitted to the department of nephrology in your hospital. The patient had an appointment on (mention the date). The diagnosis of the patient is (include diagnosis). The risk involved is (mention risks). Based on the diagnoses, we have decided to transfer the patient to (mention the name of the hospital). Please find the medical history and record of the patient enclosed in the letter.

I would like to request you to provide details about how to transfer the patient to another hospital and what are the anticipated risks. I am duly satisfied with the services of your hospital.

Sincerely,

Add your name