

30th October 2021

Dr. Andrew Nathan
Primary Care Physician
Windrain St.

Dear Dr. Andrew

~~30th October 2021~~

RE: Mrs. Pauline Donald, DOB: 01/02/1990

I am writing regarding your patient, Mrs. Pauline Donald, who requires a review of her medications as she has a suspected drug interaction, caused by a newly prescribed medicine.

~~Mrs. Donald is married and lives with husband. Her medical history includes hypothyroidism (2015), hypertension (2018), type 2 diabetes (2018). She does not smoke or drink. She has family history of hypertension.~~

On 30/10/2021, Mrs. Donald contacted the pharmacy to enquire about possible drug interactions related to her prescribed medications. She told that on follow up dated 15/10/2021, Semaglutide (7mg od) was added by you to her regimen, that includes Levothyroxine (75mcg od), Metformin (1g bid) and Lisinopril (20mg od). According to her, she started experiencing jitteriness and insomnia immediately after she had started taking Semaglutide. She also had an unexplained weight loss of 1.5kg during this period. On further discussion, she revealed her plans to conceive in 6 months.

On examination in the pharmacy, Mrs. Donald's vitals were normal, and her weight was 52kg.

Suspecting drug interaction between Semaglutide and Levothyroxine, Mrs. Donald has been advised to take Semaglutide in the morning and Levothyroxine at bedtime. Please note, such drug interactions may have an effect on her pregnancy.

Considering all the above, it would be appreciated if you could review her current medication regimen.

Should you require any information, please contact me.

Yours faithfully

Community Pharmacist

Commented [ESL1]: (The date should be written above or below the address.)

Commented [ESL2]: Nathan
(Use last name/surname with appropriate title in the greeting.)

Commented [ESL3]: (Mention the patient's full name in the reference line and at the first occurrence in the introduction paragraph.)

Commented [ESL4]: due to
(Avoid using the connectors 'since/as' if possible.)

Commented [ESL5]: (Irrelevant information as this is already known to the addressee, the patient's primary care physician.)

Commented [ESL6]: Today

Commented [ESL7]: reported

Commented [ESL8]: follow-up

follow up (verb)
follow-up (noun, adjective)

Commented [ESL9]: s
(Avoid capitalizing brand names of drugs.)
(The same correction rule applies in the rest of the letter wherever repeated.)

Commented [ESL10]: (Using brackets is informal. Rephrase without them.)
(The same correction rule applies in the rest of the letter wherever repeated.)

Commented [ESL11]: (Using Latin abbreviations is informal. Try to write full English forms)
(The same correction rule applies in the rest of the letter wherever repeated.)

Commented [ESL12]: the former
(To avoid repeating the drug names.)

Commented [ESL13]: the latter

Commented [ESL14]: Mrs. Donald's
(Avoid using gender pronouns at the first occurrence in a paragraph.)

Commented [ESL15]: sincerely
(The name of the recipient is given in the case notes.)

Report	
Word Length	171
Comments	<p>The purpose is immediately apparent and developed sufficiently in the letter.</p> <p>The order of the date is incorrect. The salutations (greeting and complimentary close) used are not appropriate.</p> <p>The letter tries to include relevant case notes, but some required information is missing, and the content is underdeveloped (<180 words). It includes irrelevant/redundant information/details also.</p> <p>The letter is organized and laid out generally well. *However, style and tone are not appropriate in places. There are inaccuracies pertaining to capitalization, vocabulary, punctuations, and basic grammar.</p> <p>Overall, the letter needs improvement.</p>
Estimated Grade	C+
Estimated Score	320/500
Advice	<ol style="list-style-type: none"> 1. Pay attention to the format/layout of the letter. 2. Always read and select case notes carefully 3. Revise grammar. 4. Punctuate the letter appropriately. 5. Pay attention to capitalization.

6. Improve choice of words.
7. Try to write at least 180 words.
8. *Use appropriate salutations in the letter.
9. *Refer to the patient appropriately in the letter.
10. *Replace Latin abbreviation(s) with their full English form(s).
11. *Avoid reliance on brackets for communication as much as possible.
12. *The closing sentence should have a polite tone.
13. Always proofread the letter after finishing it.