Dear Dr xxx

The above patient is a *xxx* year old [*male/female*] who reports [*not*] smoking [*moderately/heavily*] and drinks alcohol [*never/occasionally/moderately/heavily*]. He [*uses/does not use*] alcohol-containing mouthwash occasionally and [*never/used*] betel quid in the past.

Oral examination has revealed a [*white/ulcerated/speckled/red/thickened*] mucosal lesion that has been present for [*an unknown time/around 1-2 months/more than 2 months*]. This is on the *[xxx]* and is [*greater than/less than*] 2cm.

This lesion has been observed for [*xxx*], and we have undertaken [*investigation of xxx*] that showed [*xxx*].

Attached to this referral are images taken on [*xxx*].

Your examination, advice and management is greatly appreciated.

Regards

Your name

Your agency

Your contact details