

Medical Travel Notification Letter Template

Subject: Medical Treatment Travel Notification

Dear [Recipient],

I am writing to inform you that I will be traveling to [destination] from [start date] to [end date] for specialized medical treatment that is not available locally.

This trip has been recommended by my healthcare provider, Dr. [name], and is necessary for [general description of treatment - surgery, consultation, therapy, etc.]. The medical facility [hospital/clinic name] has been chosen for their expertise in this particular area of treatment.

During my absence, I have made arrangements for [coverage of responsibilities - work duties, family care, etc.]. All necessary medical records and insurance documentation have been prepared for this trip.

I will have limited availability during this time as my focus will be entirely on my health and recovery.

I appreciate your understanding and support during this challenging time.

I will provide updates as appropriate and look forward to returning with positive results from this treatment.

Thank you for your patience and consideration.

Sincerely,

[Your Name]

[Date]

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