

Inpatient Admission Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inpatient Admission Notification - Emergency Case

Dear [Recipient Name],

This letter is to notify you of the emergency admission of [Patient Name], who was admitted on [Admission Date] due to [Brief Description of Emergency Condition].

Patient Information:

- **Full Name:** [Patient Name]
- **Date of Birth:** [Patient DOB]
- **Admission Date:** [Admission Date]
- **Diagnosis:** [Diagnosis]
- **Attending Physician:** [Physician Name]

The patient is currently receiving treatment for [Brief Description of Treatment Plan] and will be monitored closely during their stay. Please feel free to contact me at [Your Phone Number] or [Your Email] for any questions or further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]