

# Next of Kin Notification

Date: [Insert Date]

To: [Next of Kin Name]

[Next of Kin Address]

Dear [Next of Kin Name],

This letter is to inform you that your [relationship, e.g., father, mother, brother] **[Patient's Name]** has been admitted to **[Hospital Name]** on **[Admission Date]**. The reason for admission is **[reason for admission]**.

The medical team will keep you updated about [Patient's Name]'s condition. If you have any questions or need further information, please do not hesitate to contact us at **[Hospital Phone Number]**.

Please make sure to bring any necessary documents when visiting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Hospital Name]

[Hospital Address]

[Hospital Phone Number]