

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice Regarding GJ Tube Placement

I hope this letter finds you well. I am writing to inform you about the recent placement of a Gastrojejunostomy (GJ) tube for [Patient's Name], who is under my care.

The GJ tube was inserted on [Insert Date] to address [briefly state the medical reason for the GJ tube placement]. The procedure was performed by [Doctor's Name] at [Facility Name].

I would like to outline the following details regarding the GJ tube:

- **\*\*Type of Tube:\*\*** [Specify type, e.g., GJ tube]
- **\*\*Insertion Date:\*\*** [Insert Date]
- **\*\*Care Instructions:\*\*** [Briefly outline any specific care instructions or considerations]
- **\*\*Follow-Up Appointments:\*\*** [Specify any upcoming appointments related to the tube]

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]