

Ref: 123 456 7890

**Mary Swanson**

Capital Point  
Temple Place  
Reading  
BERKSHIRE  
RG1 6QL

Royal Berkshire NHS Foundation Trust

Dermatology

London Rd  
Reading  
RG1 5AN

**Private and confidential**

0118 322 5111  
dermatology@royalberkshire.nhs.uk

1 December 2025

**Your upcoming appointment with Royal Berkshire NHS Foundation Trust.**

Dear Mary,

We have booked you an appointment with our **dermatology team** at **Royal Berkshire NHS Foundation Trust**.

**Appointment type: In-person appointment**

**Date: 12 January 2025**

**Time: 11.30am**

**Location: Royal Berkshire Hospital - Dermatology, 3-5 Craven Road, Reading, RG1 5LF**

Please come to the signposted Dermatology front desk on arrival.

We will call or text you two days before your appointment to remind you.

**How to change your appointment**

If you would like a telephone or video appointment instead, please contact us on [enter telephone number for service]. We may need to change the time and date of your appointment.

**If you no longer need an appointment or if you are unable to attend, please contact us as soon as possible.** You can call us on 0118 322 5111, email us dermatology@royalberkshire.nhs.uk or use our app/the NHS app.

Letting us know in advance that you are unable to attend allows us to offer your appointment to someone else.

**On the day of your appointment**

You might find it helpful to prepare some questions or write down a list of things you'd like to discuss during your appointment.

Some patients are eligible to claim back the cost of travel to specialist NHS care through the [Healthcare Travel Costs Scheme \(HTCS\)](#). You can find out more on the NHS website or ask us for advice during your appointment.

**Contacting us**

If you have any questions about your appointment or need to let us know about any accessibility requirements, please call us on 0118 322 5111.

Yours sincerely,

Dermatology clinic, Royal Berkshire Hospital