The covering letter must have:

* Name, address and phone number of the patient (Important)
* Age
* The ailment. How long he/she has been suffering from the same.
* The preferred time during the year, when the patient wants to visit the hospital. (Please note, this is just to know a time convenient for you. The final decision, however, will be made by the specific department only.)
* Photocopies of previous medical records (if any) attached to the covering letter (Important)

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