

[Date]

[Patient Name]

[Address]

[Address]

Dear [Patient],

I would like to thank you for selecting me *[or insert the name of your business]* to provide your dental care. However, it has become apparent due to a breakdown in the doctor/patient trust relationship that your dental needs would be better met elsewhere and therefore, we will have to discontinue your patient care in our office.

In the meantime, *[remind them to complete any known dental needs and include a reminder for regular exams and cleanings. This is important! It prevents patient abandonment issues].*

A free copy of each of your dental records will be provided to your next doctor upon request by that doctor with a signed release. *[You can add that you will provide emergency treatment for 30 days, but it isn't mandatory. Also, remember that a referral is as good as bringing them into the office if they have an emergency need.]*

Again, it was a pleasure serving you and we wish you well.

Respectfully,

[your name] DMD/DDS