

## **[Sample] How to Write a Patient Dismissal Letter**

[Date]

To [Recipient's name]

This letter is to inform you that this office is terminating our patient-physician relationship.

If you need assistance in finding a new physician, you can contact your insurance company or the Dallas or Collin County Medical Society to select a new provider [Include mention of local physician referral service, if available].

We will coordinate any Emergency Care that you may require for the next 30 days. We will be happy to release your medical records to your new physician upon the receipt of your written request.

Sincerely,  
[Physician's Printed Name]

*\*This can be a specific date or a time frame, i.e. 30 days from the date of this letter.*

**[For more tips and resources, check out our other blogs](#)**