

**SAMPLE GENERIC LETTER FOR TERMINATING A PATIENT**

**BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

Dear \_\_\_\_\_:

Effective on \_\_\_\_\_, I will no longer be able to treat you as a patient in my practice, and the dentist/patient relationship between us will be terminated. I am terminating our dentist/patient relationship because \_\_\_\_\_. I will remain available for the next thirty days to provide treatment to you on an emergency basis should a genuine dental emergency arise.

You may contact the \_\_\_\_\_(insert local component dental society name and telephone number) for the names of dentists in your local area to whom you may go for dental care. As soon as you notify me in writing that I can release copies of your dental records to your new dentist, I will do so free of charge to you. With respect to the balance you owe me for the dental services I have provided to you \_\_\_\_\_(insert what you expect to be done with the balance owed you, such as: “I expect that you will pay the full balance within (insert time period)” or “I am canceling that balance and you do not owe me anything further”, etc....

I wish you all the best with your new dentist.

Sincerely,

\_\_\_\_\_

(date)

\_\_\_\_\_