

This letter should be used to dismiss a problem patient from your practice. We recommend checking with your local dental board to make sure this conforms with their regulations.

## The Ultimate Patient Dismissal Letter – 1

Date

Dear Mr. Pembroke,

The purpose of this letter is to inform you that as of (date), I will not longer be able to provide you with dental care.

Should an emergency arise within the next thirty days, I will be available for you during regular office hours.

It is my suggestion that you locate a new dentist who will be able to provide you with care. Should you not be able to locate one, please contact the Maryland State Dental Association at 410-555-1212 and ask for a referral.

Any dental treatment that has been suggested by me or any other dentist should be completed as soon as possible. Dental conditions tend to worsen with time, leading to further complications.

My office will be glad to forward your records to your new dentist. Please have them contact us.

I wish you the best of luck in the future.

Sincerely,

Dr. Leonard Smith