

Dismissal written in a soft and friendly tone

Subject: Transition of Your Dental Care

Dear [Patient's Name],

We hope this message finds you well. We wanted to let you know that as of [Date], our office will no longer be able to continue providing your dental care. This decision was not made lightly, but it has become necessary due to [Reason].

Please know that we are still available to provide emergency care for the next 30 days. We will also help with transferring your dental records to your new provider upon receiving written authorization from you.

It has been a pleasure serving you, and we wish you the very best in maintaining your dental health with a new care provider.

Best regards,

[Dentist's Name]

[Dental Practice Name]

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