Informal Dismissal Message

Hi [Patient's Name],

We wanted to let you know that, starting [Date], our practice will no longer be able to see you for appointments. Please make arrangements with another healthcare provider as soon as possible. You can request your medical records for transfer at any time. We wish you the best in your future healthcare.

Thanks,

[Medical Practice Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/dismissal-letter-from-medical-practice