



VIA REGULAR & CERTIFIED MAIL RRR

Re: Termination of Services

Dear _____ :

I am writing to inform you that effective _____, I will no longer be serving as your _____ physician. Until that termination date I will be available to you for emergency care only, including prescribing necessary prescriptions, should you require them. Please take all necessary steps to secure a new physician to provide treatment to you within this timeframe.

Thank you for allowing me to take part in your healthcare needs.

Very truly yours,