**ENDING CARE**

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Sample letter 1:   
**Ending the doctor–patient relationship: *from the individual doctor***

[Date]

**PRIVATE & CONFIDENTIAL  
ADDRESSEE ONLY**

Dear [*insert patient’s name*]

As discussed with you on [*insert date*], I am writing to confirm that I am unable to continue as your treating doctor.

Our doctor–patient relationship has broken down and it is in your best interest to seek ongoing care from another doctor [*this paragraph can be altered to suit the particular circumstances*].

Where your ongoing care is to be provided at another practice, please [*let us know the name of your new treating doctor]* OR [*complete the enclosed transfer-of-medical-records form*] and we will promptly forward a complete copy of your medical records to your new doctor, at no cost to you, to ensure continuity of your medical care.

If any urgent health issues arise in the meantime, please attend your local Emergency Department.

Yours sincerely

[*signed by the doctor*]

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Sample letter 2:   
**Ending the doctor–patient relationship: *from the practice***

[Date]

**PRIVATE & CONFIDENTIAL  
ADDRESSEE ONLY**

Dear [*insert patient’s name*]

As discussed with you on [*insert date*] I am writing to confirm that the practice–patient relationship has broken down and it is in your best interest to seek ongoing care from another medical practice.

OR

I am writing to advise that due to your unacceptable behaviour towards staff when you attended this practice on [*insert date*], no further appointments will be offered to you at [*name of practice*].

Please [*let us know the name of your new treating doctor]* OR [*complete the enclosed transfer-of-medical-records form*] and we will promptly forward a complete copy of your medical records, at no cost to you, to ensure continuity of your medical care.

If any urgent health issues arise in the meantime, please attend your local Emergency Department.

Yours sincerely

[*signed by the practice*]