

[Insert the Receiver's Name]

[Insert the Receiver's Address]

————- [Address Line1] —————

————- [Address Line 2] —————

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

There have been a lot of changes that have been going around the facility. The doctors and the physicians who have been the backbone of this are becoming strong day after day; due to which there has been a constraint to this facility.

After a lot of contemplation, and consultations, the management has decided to move the organization from [insert the current location of the hospital] to a better and enlarged building at [insert the name of a relevant location].

As the distance between the practice and the new building is not a small distance route This letter is to inform you that I am officially terminating our physician-patient relationship and that I will no longer assume responsibility as your physician. I will continue to provide medical services to you till the last day [Insert the last date of service to the patient] mentioned in this letter.

I will make sure that you will be registered under a new physician before we shift. Under his extensive care and supervision, you will get a lot more care and support required. The information on the new physician will be detailed below.

I wish you continued good health in the future.

[Insert the details of the new physician]

Thank you very much!

Cordial Regards,

[Insert Full Name of the Sender]

[Insert the name of the organization]

[insert the necessary contact details]