To

[The Recipient Name]

Subject:  Dismissal of Mr./Mrs./Ms.

Respected patient,

I would like to write this letter to notify you that I will not be able to provide you my services as a physician because you have not been showing up on the scheduled appointments which are causing inconvenience to me. I will no longer be available to you from the 1st of next month. However, if you need time to find another physician, I can give you some time for this and provide you with my services until to meet your next physician.

I am ready to transfer your medical record from my office to another physician’s office. An authorization letter is also being attached to this letter according to which, any physician can take your case and treat you.

In case you need any assistance in terms of contacting local physicians that you find suitable for you; I am ready to lend you my support.

With warm regards,

Doctor ABC,

Signatures: