

SAMPLE DISCHARGE LETTER FOR UNACCEPTABLE BEHAVIOR

Date

Patient Name

Address 1

Address 2

Patient or Chart #

Dear Mr./Ms./Mrs.:

I am writing to formally discharge you as a patient from my medical practice. Between now and (date one month from today), we will provide you emergency care as needed. This should allow you amply time to find another practice to provide your podiatric care.

We do not like to discharge patients. However, you have been disrespectful to my staff. Such behavior undermines the patient/provider relationship and makes it very difficult to provide your ongoing care.

We will gladly send a copy of your records to your new practice at your request. We are sorry that our relationship must end on these terms.

Sincerely,

The logo features a stylized pink and grey mountain peak above the word "Pinnacle" in a large, grey, sans-serif font. To the right of "Pinnacle" is the phrase "Practice Achievement" in a smaller, pink, italicized sans-serif font.

Cc: patient chart