**Sample Terminating Physician-Patient Relationship Letter**

Physician’s Name

Clinic Address

{Date}

{Patient Details}

Dear {Patient Name},

I am writing to inform you that, due to continued difficulties with our physician-patient relationship, I am giving you notice that I am discharging you from my medical practice for the following reasons:

I have attached the College of Physicians and Surgeons of Alberta’s (CPSA) standard of practice on Terminating the Physician-Patient Relationship in Office-Based Settings for your information.

In order to help you transition to a new family physician, please visit the CPSA website http://search.cpsa.ca/physiciansearch or contact Public Inquiries at 780-969-4926 or 1-800-561-3899 ext. 4926.

I, or {Alternate Physician}, will continue to provide you with any medical care until {insert time frame – must be determined by the needs of the patient}.

Kindly inform my office once you have a new family physician, and we will arrange a chart transfer.

Sincerely,

{Physician’s Name}

Enclosure

{CPSA SOP}

