# Letter to Inform Patient

**Sent for Collections that Chart is Being Made Inactive**

Dear ,

Because your balance of $ is months overdue and you have been unwilling to arrange payment; we are forwarding the balance of your account, $ , for outside collection activity and inactivating

 ’s chart.

By these actions, we are terminating our status as ’s dentist. We will provide emergency care should he/she need it within thirty days from the date of this letter.

 ’s treatment was complete at the time of his/her last appointment. He/she will need regular examinations and cleanings in order to maintain this healthy status. (Or you need (describe treatment or observation needed; for example, you have incomplete treatment or you are wearing an appliance or prosthetic device.) Please be aware that the treatment should be completed and/or the device should be examined regularly.)

We will assume you are seeking dental care elsewhere unless you contact our office by (30 days from date patient will probably receive letter.) We, therefore, are free from

responsibility for ’s further dental needs.

Sincerely,

Mail to patient at the last known address by certified mail, return receipt requested. Keep a copy of this letter in the patient's chart. If the letter is returned, non-deliverable, send a duplicate letter to the same address through regular mail and note in the

patient’s chart the date letter was mailed.

Before mailing, the practice attorney should review this letter or any similar ones terminating the doctor-patient relationship.