December \_\_, 2022

To all my dear patients,

It is with a heavy heart that I announce my retirement due to health reasons, effective immediately.

Twenty-nine years ago, I was privileged to move to Atlanta and start my dental career. Over the years, I have come to know many y’all as friends, and I am honored that many of you have entrusted me with your health and that of your children and your families. Caring for y’all has been the most rewarding part of my career and I will miss all of you.

**USE ONE OF THESE PARAGRAPHS:**

Please note that your dental record will remain with this practice, which will now be run with Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ providing care. I have faith that Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will provide you and your family with excellent care. If you would prefer to find another doctor, please contact Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s office at 000-000-0000 and he can provide copies of your record to you, or a doctor of your choosing, upon written request.

**OR:**

Since I will no longer be able to provide medical care to you and your family, you will need to find another doctor. If you need a copy of your medical record, please contact Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at:

123 DR STREET

Atlanta, GA 30000

404-000-0000

Upon written request, they can send copies of your dental record to you or a doctor of your choosing.

Thank you for your years of loyalty, friendship, and trust. I wish all of you good health and happiness in the future.

With much love,

Dr. Sally Monroe