

# Sample Template

Office Letterhead

Dear (mail merge patient name),

Thank you for being my patient. The relationship between a dentist and patient is a vitally important one based on trust, comfort, and communication.

Your care is our priority. We take pride in providing individualized care to thousands of people from all stages, ages, and walks of life. Our team is focused on patient-centered care. My patient philosophy is to provide the highest-quality preventive and restorative dental care possible.

After long and careful consideration, I want to share with you that starting (insert date or state immediately if date has passed), I have decided to end my in-network relationship with (insert insurance company name). This was not an easy decision to make, but I feel it is in the best interest of my patients. (Insert reason for leaving.) (Sample text: The pressure from insurance companies to reduce fees is resulting in a trend toward high-volume dentistry that may not serve the interest of individual patients. I want to continue to adhere to my high standards of care and not be influenced by outside pressures.

Most importantly, this decision does not change our relationship. Your insurance will still work be accepted here and I will continue to offer you all of the advantages my practice has to offer. We will continue to work with you to process your benefit claims.

Here's what the change *will* mean for you. Because I am no longer an in-network provider, there could be an increase in treatment costs. (Insert if applicable: Also, because (company) does not allow its members to assign benefits directly to ITS dental care providers, it may pay your benefits directly to you, which means that we may invoice you for payment. Or insert if applicable: Also, because (company) does allow its members to assign benefits directly to its dental care providers, we will ask you to complete a form granting us permission to bill directly on your behalf.)

We can discuss these changes now or the next time we meet. But please know that we will continue to have your best interests in mind and value the relationship we have built.

Sincerely,

(Insert Name of Dentist or Practice)