

Dear (Patient name):

I am writing this letter to inform you that I will no longer be able to serve as your optometrist at the practice of Dr. Philip Nicholson inside the Beltsville, MD Costco. After 25+ years of an enjoyable and fulfilling career, I have decided to leave the practice of optometry and pursue other interests.

I will continue to provide patient care in the office until the end of December, 2017. Of course, you may choose to continue your eye care in the same office with Dr. Nicholson or his associates where your patient records will be kept and you will continue to receive your annual recall notices. If you choose to see a different provider, please go to our website www.eyedoctorphil.com where you will find details regarding record requests and transfers to your new eye care provider of choice. If you choose to continue to be seen by Dr. Nicholson or his associates, no action by you is required.

Thank you for trusting me with your eye care needs throughout my time at the practice of Dr. Nicholson. It has been a pleasure caring for you. I wish you continued health and happiness in the future.

Sincerely,

Catherine Madsen, OD