Dear (Name)

This is to formally confirm that due to your further unacceptable behaviour on [date] the practice is now removing you from our list of patients. You will recall that you were warned by letter on the [date] that any repeat of your unacceptable behaviour may lead to your removal.

I was informed that on the date above the following incident occurred [add brief details]. As you are aware from our practice leaflet/Zero Tolerance Policy such behaviour is not acceptable. If you do not agree with the description of the above incident or if you believe there were any extenuating circumstances, you have the right of appeal against the issuing of this notice and you should do so by writing to me or seeking a meeting with the practice immediately.

Your removal from our list will be effective in 7 days’ time. I would suggest that you seek to register with a different practice. Details of local practices can be found at [www.nhs.uk](http://www.nhs.uk).

Yours sincerely

Practice Manager