

Date: [Insert Date]

To: [Patient Name]

Address: [Patient Address]

Date of Birth: [Patient DOB]

Hospital/NHS Number: [Reference Number]

Subject: Discharge from Dietary Clinic

Dear [Patient Name],

We are writing to inform you that you have been discharged from the Dietary Clinic and your case has been closed.

Our records show that you did not attend the following scheduled appointments:

- [Insert Date]
- [Insert Date]

According to our clinic policy, patients who miss multiple appointments without prior notification are discharged to ensure that we can provide timely care to other patients waiting for our services.

Your General Practitioner (GP) has been notified of this discharge. If you feel you still require nutritional support or dietary advice, please contact your GP to request a new referral.

If you believe there has been an error regarding your attendance, please contact our department office at [Insert Phone Number] as soon as possible.

Sincerely,

[Staff Name]

[Staff Title]

[Department Name]