

October 1, 2017

Dear patients and friends:

I am writing to inform you that I will be **closing my private medical practice on 12/31/2017**. I will be available to serve your medical needs until that date.

It is very important that you make arrangements as soon as possible to select a new physician to make sure you receive uninterrupted medical care. Please contact your medical plan to obtain a list of physicians in your area who are eligible to accept new patients. You can also contact the NH Medical Society (or other state as indicated) for a list of physician names and phone numbers or check with local hospital(s) physician referral service(s).

Once you have selected a new physician, you will need to complete an **Authorization to Release** your medical records. Unfortunately, your medical records cannot be released without written authorization from you. For your convenience, I am enclosing with this letter an **authorization release form** for you to complete and return to this office once you have selected a new physician. Please be sure to select how you would like to receive a copy.

Please note, **MORGAN RECORDS MANAGEMENT** will be the official custodian of your medical record and handle the transition of these files. There will be a nominal fee associated with the cost of providing your medical record. Morgan Records Management will be responsible for collecting the record management fee.

***Patients of Dr. G. Silvia Sironich-Kalkan wishing to continue their current care with her are welcome to be seen at her other location at Harbor Care Health & Wellness Center located at 45 High Street, Nashua, NH 03060 [Tel:603-821-7788](tel:603-821-7788) [www.harborhomes.org](http://www.harborhomes.org).***

Thank you for having chosen me as your physician. It has been my pleasure and honor to serve you. I wish you continued health and wellness.

Kindest regards,

William N. Windler, MD