



Appletree Medical Group

*Physicians Working Together  
for Better Health Care*

Dear Patient,

We have received your request to have your chart transferred to another Doctor. In order to recover our costs for this service, we charge a fee for each chart as indicated by the enclosed invoice.

Payment can be made by Visa, MasterCard, Interac, or Cheque at any of our Appletree Medical Centres. You can also mail cheques to our head office. If you choose this option, please ensure that your cheque is made payable to:

**Appletree Franchise Corp.  
Mailing address:  
1902 Robertson Rd, Suite 206  
Ottawa, ON K2H 5B8**

We also offer a payment method by which you can fill out the bottom portion of this letter with your credit card information. You can then fax it to our Head Office at (647) 490-6330.

Upon receipt of payment, we will begin the process of retrieving your medical chart(s) from our storage facilities or our Appletree Medical Centre(s), making appropriate copies, and forwarding an electronic copy (PDF) via USB to your new Physician.

Thank you for your co-operation.

Sincerely,

Appletree Medical Group Inc.

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Visa/MasterCard Information

Cardholder's Name (please print) \_\_\_\_\_

Patient's Name \_\_\_\_\_

Patient's Health Card Number \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Invoice Total \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_