(Clinic Name, contact info, letterhead)

(Date)

Dear *(insert patient name)*,

As part of our efforts towards continuous quality improvement, I are writing to you as a patient who has been identified as currently receiving prescriptions from the benzodiazepine group of medication on a continuous basis for a longer than recommended duration.

There is accumulating clinical evidence about the harms associated with using of these medications over a long period. It is generally advised that these agents not be used beyond the short-term (<4-6 weeks) in most of the situations. The risks with these medications include sedation, drowsiness, physical dependence, risk of addiction, reduced functionality, memory problems, poor reflexes and lethargy contributing to motor vehicle accidents and falls. Falls in the elderly may cause fractures and, because of changes in the body with aging, the elderly are more sensitive to the negative effects of these medications. Long-term use could also be linked with an increased risk of dementia.

I am concerned about your continued use of this medication and do not consider the benefits of this treatment to outweigh these serious risks for you.

Let us discuss your current use of this medication and re-evaluate our short and long term treatment goals in the context of your medical condition at your next visit. Please *think* about reducing use of these medications or even coming off them in the near future.

Do not stop taking your medication before we meet to discuss. We will need to establish a plan to reduce the risk of unpleasant withdrawal symptoms and/or other issues that may arise as you stop these medications. I will be working with you to best support your efforts along the way.

With that in mind, please make an appointment to see me about this. Remember to bring your questions and concerns to the meeting so we may address them and move forward. I hope we can work together towards making this positive change for your improved health and wellbeing.

Yours Sincerely,

(Doctor Name)