

Notice of Changes to Patient Visit Policy

Date: [Insert Date]

Dear [Patient's Name],

We hope this message finds you well. We are writing to inform you of important changes to our patient visit policies that will be effective starting [Effective Date].

New Policy Highlights:

- All patients are required to schedule appointments in advance.
- Visitor limitations will be in effect to ensure safety and compliance with health guidelines.
- Please arrive at least [X minutes] before your scheduled appointment.
- Face masks are required for all patients and visitors upon entering our facility.

We appreciate your understanding and cooperation as we implement these changes to prioritize the health and safety of our patients and staff.

If you have any questions or concerns about these policy changes, please feel free to contact our office at [Phone Number] or [Email Address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Clinic/Organization Name]

[Contact Information]