

# Administrative Update Notification

**From:** [Your Name]  
**Title:** [Your Title]  
**Healthcare Facility:** [Facility Name]  
**Date:** [Date]

**To:** [Recipient Name]  
**Title:** [Recipient Title]  
**Department:** [Recipient Department]  
**Address:** [Recipient Address]

## **Subject: Administrative Update for Healthcare Facility License**

Dear [Recipient Name],

I am writing to formally notify you of an administrative update regarding the license of [Facility Name]. This update is essential to ensure compliance with local and state regulations.

### **Details of the Update:**

- **License Number:** [License Number]
- **Effective Date of Update:** [Effective Date]
- **Description of Changes:** [Description of Changes]

Please find attached any necessary documentation that supports this update. Should you require further information or have any questions, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Facility Name]  
[Your Contact Information]