

Notification of Changes to Medication Inventory Procedures

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Alterations to Medication Inventory Procedures

Dear [Recipient's Name],

We are writing to inform you of important changes to our medication inventory procedures effective [Insert Effective Date]. These alterations have been implemented to improve efficiency, accuracy, and compliance with regulatory standards.

The key changes include:

- Revised inventory logging process
- Frequency of inventory checks increased to bi-weekly
- Mandatory training for staff on new inventory management software

Please review the attached document for detailed information regarding these changes and the new procedures. Your cooperation and adherence to these updates are greatly appreciated as we strive to maintain the highest standards of patient care.

If you have any questions or require further clarification, do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]