

Policy Update for Speech Therapy Appointments

Dear [Patient's Name/Guardian's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our speech therapy appointment policies.

Effective [Effective Date], the following changes will be implemented:

- All appointments must be confirmed 24 hours in advance.
- There will be a fee for appointments canceled less than 24 hours before the scheduled time.
- Teletherapy sessions will now be available for those who prefer remote appointments.
- Insurance can now be verified prior to the appointment for seamless billing.

We understand that changes can be challenging, and we appreciate your understanding and cooperation as we implement this new policy.

If you have any questions or concerns regarding this update, please do not hesitate to reach out to our office at [Office Phone Number] or [Office Email Address].

Thank you for your continued support and trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Clinic/Organization Name]