

Emergency Closure Alert

Dear Valued Patients,

We hope this message finds you well. We are writing to inform you that our outpatient clinic will be closed due to unforeseen circumstances.

Closure Date: [Insert Date]

All scheduled appointments for this day will be rescheduled. Please contact our office at [Insert Phone Number] or [Insert Email Address] for assistance and to set up a new appointment time.

We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your continued trust in our care.

Sincerely,

[Clinic Name]

[Clinic Address]

[Website URL]