

Important Announcement

Date: [Insert Date]

Dear Valued Patients,

We hope this message finds you well. We are writing to inform you that [Clinic Name] will be formally closing its doors effective [Closure Date]. This decision was not made lightly, and we are truly grateful for the trust and support you have given us over the years.

We want to ensure a smooth transition for all our patients. If you require assistance in finding new healthcare providers or transferring your medical records, please do not hesitate to reach out to us at [Contact Information]. Our team is here to help you during this period.

Thank you for being a part of our community. We wish you all the best in your future health endeavors.

Sincerely,

[Your Name]

[Your Title]

[Clinic Name]

[Contact Information]