

Important Notice: Planned Maintenance Closure

Dear Valued Patients,

We wish to inform you that our outpatient clinic will be undergoing planned maintenance from **[Start Date]** to **[End Date]**. During this period, the clinic will be closed, and no appointments will be available.

Please take note of the following:

- Last day of service: **[Last Service Date]**
- Reopening date: **[Reopening Date]**
- For urgent medical needs, please contact **[Alternative Contact/Facility]**.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our facilities.

Thank you for your cooperation.

Sincerely,

[Your Clinic Name]
[Contact Information]