

# Outpatient Clinic Temporary Closure Notification

Date: [Insert Date]

Dear Valued Patients,

We hope this message finds you well. We are writing to inform you that our outpatient clinic will be temporarily closed from [Start Date] to [End Date] due to [reason for closure, e.g., maintenance, staff training, etc.].

During this time, we will not be able to provide routine appointments or services. We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

If you have any urgent medical needs, please contact [Alternative Contact Information] or visit [Nearest Available Location].

We will reopen on [Reopening Date] and look forward to welcoming you back. Thank you for your continued support.

Warm regards,

[Your Name]

[Your Title]

[Clinic Name]

[Contact Information]