

Important Announcement: Unscheduled Closure of Our Outpatient Clinic

Dear Valued Patients,

We regret to inform you that our outpatient clinic will be closed on [date] due to [reason for closure, e.g., unforeseen circumstances]. We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your healthcare routine.

During this time, we encourage you to seek alternative care if necessary. Our staff is working diligently to resolve the issue and will keep you updated on our status.

Please check our website or contact our office at [phone number] for any updates regarding reopening. Thank you for your understanding and patience.

Sincerely,

[Your Clinic Name]

[Contact Information]