

# Directive on Upcoming Healthcare Policy Changes

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Upcoming Changes to Healthcare Policy

Dear [Recipient's Name],

I am writing to inform you about important upcoming changes to our healthcare policy that will take effect on [effective date]. These changes are designed to enhance the quality of care provided and ensure compliance with federal regulations.

## Key Changes:

- Change 1: [Brief Description]
- Change 2: [Brief Description]
- Change 3: [Brief Description]

We believe these changes will significantly benefit our patients and streamline our operations. Please take the time to review the attached documents which provide detailed information and guidance on these policy changes.

If you have any questions or require further clarification, do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]