

# Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you of an important change in our healthcare policy that will take effect on [Effective Date].

The key changes are as follows:

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

These changes are implemented to enhance the quality of service we provide to our valued patients and to ensure compliance with new regulations.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]