

# Patient Confidentiality Policy Revision Notification

Date: [Insert Date]

Dear [Employee/Staff Member's Name],

We are writing to inform you of a revision to our Patient Confidentiality Policy. This amendment is part of our continuous efforts to enhance the protection of our patients' sensitive information and ensure compliance with current regulations.

## Key Changes Include:

- Improved guidelines for data access and sharing.
- Enhanced training requirements for staff on confidentiality practices.
- Updated procedures for reporting breaches of confidentiality.

Please review the revised policy document attached to this letter and familiarize yourself with the changes. The changes will take effect on [Effective Date].

If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]