

Notification of Changes to Mental Health Services

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of important changes to our mental health services that will take effect on [Insert Effective Date].

As part of our commitment to providing the best possible care, we are introducing the following changes:

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

We understand that changes can be challenging, and we want to assure you that we are here to support you through this transition. Our team is available to discuss how these changes may affect your care and answer any questions you may have.

You can reach us at [Contact Information] or [Phone Number].

Thank you for your understanding and support as we continue to enhance our services.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]