

Memorandum

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Clarification of Healthcare Policy

Dear [Recipient's Name],

I hope this message finds you well. This memo serves to clarify the [specific healthcare policy or procedure] as discussed in our recent meetings.

As a reminder, the key points of the policy include:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

It's important to note that [additional information or clarification related to the policy].

Please feel free to reach out if you have any further questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]