

Important Notice: Changes to Patient Safety Procedures

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Organization]

Dear [Recipient's Name],

We are writing to inform you of important changes to our patient safety procedures that will take effect as of [Insert Effective Date]. These changes are designed to enhance our commitment to patient care and ensure a safer environment for all.

Summary of Changes:

- New hand hygiene protocols to be followed by all staff.
- Updated guidelines for medication administration.
- Implementation of a new reporting system for adverse events.
- Increased frequency of equipment safety checks.

We believe that these changes will significantly improve our patient safety standards. Training sessions will be scheduled to discuss these updates in detail and to address any questions you may have.

Please feel free to reach out to us at [Insert Contact Information] should you require additional information.

Thank you for your attention to this important matter and for your continued commitment to patient safety.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]