

Announcement of Healthcare Policy Change

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you in good health and spirits. We are writing to inform you of an important change to our healthcare policy that will take effect on [Effective Date].

As part of our commitment to providing excellent care and support, we will be implementing the following changes:

- [Change 1: Description of the policy change]
- [Change 2: Description of the policy change]
- [Change 3: Description of the policy change]

We believe these changes will enhance our services and improve the patient experience. We encourage you to reach out with any questions or concerns regarding this update.

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]