

Notice of Policy Update

Dear [Staff/Patients/Community],

We are writing to inform you of an important update to our healthcare practice policies that will take effect on [Effective Date]. This decision has been made to enhance the quality of care we provide and to ensure a safe and efficient environment for all.

Policy Changes Include:

- Introduction of new appointment scheduling procedures.
- Updated patient privacy and confidentiality protocols.
- Revised patient billing processes.

We believe these changes will improve your experience at our practice. Please feel free to reach out with any questions or concerns regarding the new policies.

Thank you for your understanding and for being a valued member of our community.

Sincerely,
[Your Name]
[Your Title]
[Practice Name]
[Contact Information]