

Important Notice: Outpatient Clinic Closure

Dear Valued Patients,

We would like to inform you that our outpatient clinic will be closed for maintenance on **[Date]**. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our facilities.

During this closure, we encourage you to reach out to us via phone or email for any urgent matters. We will resume regular business hours on **[Date]**.

Thank you for your understanding.

Sincerely,

[Your Clinic Name]

[Your Clinic Address]

[Your Clinic Phone Number]

[Your Clinic Email Address]