

# Dear Families,

We hope this message finds you well. We are writing to inform you of important changes to our hospital visitor policy, effective [Date].

## New Visitor Guidelines

- Each patient is allowed a maximum of [number] visitors at a time.
- Visitors must check in at the front desk and provide valid identification.
- Visiting hours have been updated to [new visiting hours].
- All visitors are required to wear masks and adhere to hand hygiene protocols.
- Children under the age of [age] are not permitted to visit.

These changes are made to ensure the safety and well-being of our patients, families, and staff. We appreciate your understanding and support during this time.

If you have any questions or concerns regarding these changes, please do not hesitate to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]