

Important Notice: Changes to Visitor Access for Outpatient Services

Dear [Patient's Name],

We hope this message finds you well. We would like to inform you of important changes to our visitor access policy for outpatient services effective [start date].

To ensure the safety and well-being of our patients and staff, the following changes will take place:

- Only one visitor will be allowed per patient during appointments.
- Visitors must wear a mask at all times while on the premises.
- All visitors will be screened for symptoms upon entry.

We appreciate your understanding and cooperation during this time. If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Healthcare Facility Name]