

Dear [Recipient's Name],

We hope this message finds you well. As we continue to prioritize the health and safety of our patients, staff, and visitors, we are making adjustments to our visitor policy for the maternity wards.

New Visitor Guidelines Effective [Date]

- Only [number] designated visitors will be allowed at a time.
- All visitors must wear a mask and maintain social distancing while in the ward.
- Visitors are required to complete a health screening upon arrival.
- Visiting hours are now from [start time] to [end time].

We understand that these changes may be difficult, but they are necessary to ensure the safety of our patients and their newborns. We appreciate your understanding and cooperation during this time.

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Hospital/Organization Name]