

[Your Clinic's Name]

[Your Clinic's Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification for Health Clinic Update

We hope this message finds you in good health. We are writing to inform you about [specific reason for the notification, e.g., changes in clinic hours, upcoming health events, new services offered, etc.].

[Include any necessary details regarding the notification, such as dates, times, locations, and any relevant instructions or information for the recipient.]

Your health and well-being are our top priorities, and we encourage you to reach out to us with any questions or concerns you may have regarding this update.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Clinic's Name]