

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of EHR Transition

We are writing to inform you about an important transition regarding our Electronic Health Record (EHR) system. As part of our commitment to improving patient care and operational efficiency, we will be moving to a new EHR system, [New EHR System Name], effective [Transition Date].

This transition is designed to enhance our capabilities in managing patient information and streamlining workflows, allowing us to provide better service to our patients and partners.

Key Details:

- ****Transition Date:**** [Insert Date]
- ****New EHR System:**** [Insert Name]
- ****Training Sessions:**** [Insert Dates & Times]
- ****Support Contact Information:**** [Insert Phone Number/Email Address]

Please note that during the transition period, there may be temporary disruptions in our services. We appreciate your understanding and patience as we implement this upgrade.

If you have any questions or concerns regarding this transition, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]