

[Your Practice Name]  
[Your Practice Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]  
[Patient's Name]  
[Patient's Address]  
[City, State, Zip Code]

Dear [Patient's Name],

We hope this letter finds you in good health. We are writing to inform you about some upcoming changes to our Electronic Health Record (EHR) system that will enhance your experience and improve the quality of care we provide.

Starting on [implementation date], we will be transitioning to a new EHR platform. This upgraded system will offer you the following benefits:

- Increased accessibility to your health information.
- Improved communication capabilities with our healthcare team.
- Streamlined appointment scheduling and prescription refills.
- Enhanced privacy and security for your medical records.

Please rest assured that your health information will remain confidential and secure during this transition. If you have any questions or concerns about this change, feel free to reach out to us at [phone number] or [email address].

Thank you for being a valued member of our practice. We appreciate your understanding and support as we implement these improvements.

Warm regards,

[Your Name]  
[Your Job Title]  
[Your Practice Name]