

[Your Name]
[Your Title]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Operational Changes at [FQHC Name]

I hope this letter finds you well. I am writing to inform you about some important operational changes at [FQHC Name] that will take effect on [effective date].

As part of our ongoing efforts to improve service delivery and patient care, we have made the following adjustments:

1. ****Change 1****: [Brief description of the change and its purpose.]
2. ****Change 2****: [Brief description of the change and its purpose.]
3. ****Change 3****: [Brief description of the change and its purpose.]

We believe that these changes will enhance our ability to meet the needs of our patients and the community effectively. We are committed to ensuring a smooth transition and will be providing support for staff and patients throughout this process.

Should you have any questions or require further information, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your understanding and continued support as we implement these changes.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]