

[Your Name]  
[Your Position]  
[Old Age Home Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Old Age Home Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Policy Changes

I hope this message finds you well. I am writing to inform you about some upcoming changes to our policies at [Old Age Home Name], effective [effective date]. These changes aim to improve the quality of care and enhance the living environment for all residents.

1. **\*\*Visitation Hours\*\***: We are adjusting our visitation hours to [new hours]. This change will help maintain a peaceful atmosphere for all residents during designated times.

2. **\*\*Meal Options\*\***: Starting on [effective date], we will introduce new dining options to better accommodate dietary restrictions and preferences.

3. **\*\*Activity Schedule\*\***: The weekly activity schedule will be updated to include new programs designed to engage residents and promote social interaction.

4. **\*\*Staffing Procedures\*\***: To ensure consistent care, we are implementing new staffing procedures that will enhance communication between staff and residents.

We understand that change can be challenging, and we are committed to supporting our residents and their families through this transition. We will hold an informational meeting on [date/time] to discuss these changes in detail and answer any questions you may have.

Thank you for your understanding and cooperation. Please do not hesitate to reach out if you have any concerns or feedback.

Warm regards,

[Your Name]  
[Your Position]  
[Old Age Home Name]