**COVID-19 Generic Patient Communication**

Dear Valued Patient,

As we continue to monitor the rapidly evolving situation around the coronavirus (COVID-19), our first priority is for the safety and the well-being of our patients. In these unprecedented times, it is important that we take all necessary precautions to protect our patients and all in the community who may be impacted.

At <Insert Business Name>, we are taking extra measures to make our clinic environment as safe as possible:

* We have implemented enhanced cleaning procedures in our office, following CDC and public health guidance.
* We have established a set of protocols to ensure that any of our employees who are high-risk or potentially infected stay at home.

During this challenging time, we want you to know that we have a number of options for meeting with you to ensure everyone’s comfort and safety:

Beginning <Insert Date>, our office hours will be the following:

Monday – Friday <Insert Times>  
*By appointment only*

We appreciate your understanding and look forward to seeing you very soon!

Sincerely,

<Business Owner>

<Credentials>