November 22, 2024

«FirstName» «LastName»

«Address1»

«Address2»

«City», «State» «ZIP»

Dear «FirstName» «LastName»:

Thank you for choosing **[Insert Clinic Name]** for your care. We understand that you have a choice for your healthcare needs and we are grateful for your trust in UVA Health. We write with important news to share about our clinic.

We’re excited to welcome **[Insert Name]** to our team, who has many years of experience treating patients of all ages and has a special interest in helping patients with **[Insert Specialties/Conditions]***.* **[Insert Name]** began seeing patients *[or will begin to see patients]* on **[Insert Date]**, thereby improving your access to care with UVA Health.

We continue to strive to make our clinic more accessible and convenient for our patients. Please see our clinic hours below: *[denote any new changes or hour updates]*

* Monday-Friday | X a.m- X p.m
* Saturday-Sunday | X a.m.-noon *(if applicable)*

If you have any questions about these changes or would like to make an appointment, please don’t hesitate to call the clinic at **[XXX.XXX.XXXX]**. We look forward to seeing you in clinic and introducing you to our new team members soon.

Sincerely,

Clinic or team signature, or provider lead

**NOTE: All final draft communications must be approved by the UVA Health Office of Strategic Marketing and Communications. Please email to:** [**rbrandonline@uvahealth.org**](mailto:rbrandonline@uvahealth.org)