November 22, 2024

«FirstName» «LastName»

«Address1»

«Address2»

«City», «State» «ZIP»

Subject: New Location

Dear «FirstName» «LastName»:

We hope this letter finds you in good health. We write with an important update about our clinic. On **[Insert Date]** we are moving to a new location. If you have an appointment on or after **[Insert Date]**,our team will call you to ensure your understanding of our new location, and we will look forward to seeing you in our new clinic at:

***Enter Address Here***

***[Include relevant additional information. Ex****: Our phone number, hours and providers will remain the same. We will continue to provide care for a wide variety of diseases/conditions including [endocrine diseases, diabetes, osteoporosis and disorders of the thyroid, adrenal, pituitary and reproductive glands.]*  If you have questions or concerns about the move to our new location, please don’t hesitate to call us at **[XXX.XXX.XXXX].**

We understand that you have a choice for your healthcare needs and we are grateful for your trust in UVA Health. We look forward to continuing to care for you.

Sincerely,

Clinic Team/Staff Signature or Physician 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)