

[Sender Name]
[Sender Title]
[Clinic Name]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Organization Name]

Subject: Notification of Impact on Clinic Scheduling

Dear [Recipient Name],

I am writing to formally communicate an upcoming change that will impact our clinic's scheduling capacity. Due to [Reason for Impact: e.g., Staffing shortages, system upgrades, facility renovations, or public health directives], we anticipate a significant adjustment to our normal operating hours and appointment availability.

Details of the Impact:

- **Effective Date:** [Start Date]
- **Expected Duration:** [Estimated Timeframe]
- **Nature of Change:** [e.g., Reduced patient volume per hour / Temporary closure of specific departments]

During this period, patients may experience longer wait times for appointments or the rescheduling of non-urgent visits. Our team is actively working to minimize these disruptions and ensure that emergency and high-priority cases continue to receive timely care.

We will provide further updates as the situation evolves. If you have any questions regarding how this affects specific workflows or referrals, please contact [Contact Person Name] at [Phone Number/Email].

Thank you for your understanding and cooperation as we manage these operational changes.

Sincerely,

[Signature]
[Typed Name]