[Clinic Name]
[Clinic Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Follow-Up Regarding Clinic Policies and Procedures

Dear [Recipient Name],

This letter is a follow-up to our recent communication regarding the updated policies and procedures at [Clinic Name]. Our records indicate that we have not yet received your signed acknowledgment form.

To ensure we provide the highest standard of care and maintain compliance with healthcare regulations, it is essential that all patients and staff are familiar with our current protocols. These updates include important information regarding [mention specific policy, e.g., cancellation fees, privacy practices, or safety protocols].

Please review the attached documents and return the signed acknowledgment form by [Due Date]. You may submit the form via:

- Email: [Email Address]
- Fax: [Fax Number]
- In-person at the front desk

If you have already submitted this documentation, please disregard this notice. If you have any questions or require a new copy of the policy manual, do not hesitate to contact our office at [Phone Number].

Thank you for your cooperation and for choosing [Clinic Name].

Sincerely,

[Sender Name]
[Title/Position]
[Clinic Name]