**Temporary Reduction in Office Hours**

Dear Valued Patient,

As we continue to monitor news and information surrounding the coronavirus, our highest priority remains supporting the patients and staff of <Insert Business Name>. Our thoughts are with all those impacted, as well as those caring for others.

We are here for you and our office will remain open to serve you.

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

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

The adjusted hours will allow us to schedule appointments for patients most in need of immediate care. For patients who have previously scheduled appointments, we will reach out to you to see how we can help you remotely. The change in our office hours is temporary and we will be in constant communications to let you know when we will resume our regular office hours.

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

Sincerely,

<Business Owner>

<Credentials>