Dear [name],

**We are pleased to announce that (name of practice) is now open by appointment only.**

As we welcome patients back to our office(s), your well-being is our top priority. We continue to monitor events in our local community and continuously update our policies and protocols related to COVID-19. We are fully committed to continuing to offer you the highest standard of hearing healthcare.

In keeping with recommendations by leading health authorities, we are making several changes to our already stringent procedures to further support the health and wellness of everyone who comes to our office(s).

**COVID-19 Protocol**

* Appointments will be limited and structured to maximize social distancing while ensuring treatment in the safest way possible.
* To further assist with the best social distancing practices, we ask that patients enter the office alone or with one essential caregiver.
* Face mask must be worn at all times by anyone entering our offices.
* Our staff will be wearing face masks and gloves at all times.
* Hands and equipment will be sanitized diligently after each patient.
* Hand sanitizers will be placed throughout the office environment

Please call [xxx.xxx.xxxx] today to schedule your personal appointment. If you have any questions, please don’t hesitate to contact us at [EMAIL] or [PHONE]. We look forward to serving you!

Stay safe and healthy and please continue to follow our local social distancing guidelines.

Sincerely,

[Signature]

Name

Title