**Temporary Office Closing**

Dear Valued Patient,  
  
To help protect the safety of our patients and staff, <Insert Practice Name> will close for a minimum of two weeks beginning <Insert Date>. By closing during this time, we are doing our part to help prevent the spread of the coronavirus in our community and protect those most at risk.  
  
We thank everyone for supporting this very difficult decision but please know that we will be available to help you on the other side of this.    
  
You can reach your team here at <Insert Practice Name> through email for any emergencies.  
  
We will also have a drop off/pick up service at the office for repairs. Additionally, we can mail you most supplies that may be needed.

Don’t hesitate to email or contact our office with any questions or concerns.   
  
Sincerely,

<Business Owner>

<Credentials>