Dear Patient,

Our office has made the decision to temporarily suspend operations for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We have come to this decision based on available facts from the CDC, recommendations from dental associations around the country, and in keeping with our commitment to the safety of our patients and employees.

We are operating in the abundance of caution in our decision, as this is a situation we have not yet faced before.

Dental work that is non-essential and non-emergent will be postponed until further notice, and we will call to reschedule any pending appointments.

*[If applicable:]* If a dental emergency arises, Dr. \_\_\_\_\_\_\_\_ will be available to come into the office and use proper protocol (as we normally do) to care for immediate needs or concerns.

If you have a **non-urgent concern,** please leave a voicemail at our office line at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or e-mail us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have **an emergency** that you would like to speak to Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about, or you have a problem that needs to be immediately addressed please call or text at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We appreciate your understanding during this time. We will continue to be in touch as this situation develops in regard to re-opening the office again.

Sincerely,