**[Consider printing on home letterhead]**

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| **[Home Name/Home Area Name] Resident Update** | **Date:** |
| **Subject: Important Update: [Brief Description of the Update]** |
| Dear Residents,I am writing to inform you about [briefly describe the update]. This update is important because [explain the significance of the update in simple terms.]**Key Points:*** [First key point or change]
* [Second key point or change]
* [Third key point or change, if applicable]

**Changes or Impacts to Care or Services:*** [Describe any changes to care or services, e.g., “Meal times will be adjusted,” “Certain activities will be temporarily suspended,” etc.]
* [Explain how these changes will affect the residents, e.g., “You may notice a different schedule for your daily routines,” “Staff will be available to assist you with any adjustments,” etc.]

I understand that you may have questions or concerns regarding this update. Please feel free to reach out to [contact person or department] at [contact information] for more information.You can expect the next update on [specific date or timeframe]. We will keep you informed as the situation progresses.Best regards,[Your Full Name][Your Position][Your Contact Information] |