**[Consider printing on home letterhead]**

|  |  |
| --- | --- |
| **[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] | |