Dear Participant,

The safety and well-being of our program participants and staff have always been a priority for our organization. Therefore, we are approaching our site reopening for in-person services with much care and consideration.

Effective *(date placeholder)*, our one-on-one in-person services will resume for *(site placeholder)*. The one-on-one in-person services hours of operations will be limited to the following:

*Hours of Operations Placeholder*

We will be scheduling appointments for our one-on-one in-person services on a limited basis, depending on the service location. Certain programs may also offer alternative methods of services, such as indoor and outdoor seating.

Please call *(phone number)* to schedule an appointment for the following programs:

*Program Placeholder*

*Program Placeholder*

*Program Placeholder*

*Program Placeholder*

We also attached the safety guidelines and site protocols to this letter for your reference. Please note that each site may have different safety protocols, in-person services, and hours of operations in place upon reopening.

Please be advised that safety recommendations can and will likely change in accordance to federal, state, and local guidance. We will share these changes, including their impact to our in-person services with you as they develop.

If you have any questions or concerns, please feel free to reach out to our us at:

*Provider Info Placeholder*

*(include address, phone number, and call center hours)*

We appreciate your continued support and participation in our programs, and we look forward to seeing you soon.

Sincerely,

*Program Manager Name*

*Title*