## BEST PRACTICES FOR CLIENTS DURING CORONAVIRUS From SimplePractice | [www.simplepractice.com](https://www.simplepractice.com?&utm_source=calculator&utm_medium=email&utm_campaign=content-letter-templates)

|  |  |
| --- | --- |
| **YOUR PRACTICE NAME** | **Insert logo here** |

**YOUR NAME**

123 Your Street

Your City, ST 12345

(123) 456-7890

[name@example.com](mailto:name@example.com)

MONTH DD, YYYY

Dear [Client’s name],

We know that there’s widespread concern in our community about the Coronavirus Disease 2019 (COVID-19), and we want you to know that your health is our top priority at [Your Practice Name].

With the increasing uncertainty and growing number of infected individuals around the world, we encourage you to take responsibility for yourself and your family. Though the risk remains low, it’s important to take a proactive approach to minimize exposure.

* If you've recently been in any airport, please wait 14 days before coming in for an appointment.
* If you or someone close to you has recently traveled to or from Iran, South Korea, China, or Italy, we insist you postpone booking an appointment until further notice. If this applies to you, please inform me via email, and I'll put you on a dedicated wait-list for an appointment.
* If you're exhibiting symptoms of respiratory illness, I urge you to stay home, take care of yourself, and seek medical help when appropriate.

**I encourage you to schedule a secure video appointment with me**. [Research shows](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3662387/) that they can be just as effective as in-person appointments, and we can continue your care without interruption. If you're interested, let me know and I'll make the necessary arrangements.

Please refer to the [CDC’s dedicated 2019-ncov](https://www.cdc.gov/nCoV) website for additional information, and maintain awareness by checking the official communications from the [Centers for Disease Control](https://www.cdc.gov/coronavirus/novel-coronavirus-2019.html) and [World Health Organization](https://www.who.int/health-topics/coronavirus).

If you have any questions, please let me know.

Regards,   
[Your Name]   
[Your Practice Name]