[DATE]

Dear Patient/SDM,

Thank you for entrusting your care to our hospital. The health and safety of our patients is our number one priority, and as always, your care team will partner with you and your family to meet your health care needs.

With high COVID-19 rates in our community, there are many people needing hospital care. To make sure we can continue to provide you and other patients with the highest quality and safest care possible, we may need to move you to another facility, specifically that can meet your care needs. Hospitals and health care organizations across Ontario are working together to ensure all patients can receive the care that they need.

Decisions to move our patients to another location for care are made one when it is safe to do so. Our clinical teams will make sure that the new care team has the information they need to support you.

We understand that this may cause you some worry or concern. We will do our best to answer your questions and make sure the move is as comfortable for you as possible.

Sincerely,

Insert Appropriate Patient Care Services Lead