



Sample Announcement Letter

This template is available for download at www.aaahc.org. Personalize the letter by inserting your organization's information into the [brackets], and print it on your organization's letterhead. It may be sent to third-party payors, business and community leaders and contacts, local government agencies, local medical societies, professional organizations and patients.

.....
[Insert Date]

Name
Address

Dear [Insert Name]:

We at [insert your organization's name] are pleased to announce that we have recently been accredited for [# years] by the Accreditation Association for Ambulatory Health Care (AAAHC/Accreditation Association).

This is an important milestone in the continuing growth and success of our health care organization. Accreditation shows our commitment to providing the highest levels of quality care to our patients, and the same high level of conduct in our business practices. Accreditation by the AAAHC is proof of this commitment, and signifies that we have met the rigorous standards of a nationally recognized third party.

We are proud to have met the challenge of accreditation, and intend to consistently uphold the principles of quality improvement and patient care in the future.

(Include the following if you are sending Accreditation Association informational brochures with this letter.)

We have included additional information on the meaning and significance of accreditation. If we can answer further questions, please contact [Name of appropriate contact person and phone number/email.]

Sincerely,

[Signature]
[Title such as Medical Director or other senior executive]