

[NAME OF PRACTICE]

**RESPONSE TO REQUEST
FOR CONFIDENTIAL COMMUNICATIONS**

Dear _____:

We received your request that we communicate with you at a different location or by different means.

_____ We **will not** be able to agree to your restriction. In particular

[describe why not]

_____ We **will** agree to your request. In particular

[describe how communications will take place]

You may call us at [Phone Number of Practice] if you have any questions.

Sincerely,

[Name of Privacy Official], Privacy Official
[Name of Practice]