



ACCREDITATION ASSOCIATION  
*for* AMBULATORY HEALTH CARE, INC.

## Sample Announcement Letter

The following letter has been designed to be sent to third-party payers, business and community leaders, local government agencies, local medical societies, professional organizations and patients to share the news of your organization achieving AAAHC Accreditation. We recommend that it be signed by a senior leader in your organization. Personalize the letter by copying it to your organization's letterhead and inserting your own information in place of the [*wording in brackets*].

---

[Insert Date]

Name

Address

Dear [Insert Name]:

All of us at [*insert your organization's name*] are pleased to announce that recently we were awarded accreditation for [*# of years*] by the Accreditation Association for Ambulatory Health Care (AAAHC).

This is an important milestone in the continuing growth and success of our health care organization. Pursuing accreditation shows our commitment to providing the highest levels of quality care to our patients, and the same high level of quality in our business practices. Achieving AAAHC Accreditation is proof that [*insert your organization's name*] has met the rigorous standards of a nationally recognized third party.

Having earned AAAHC Accreditation, our organization embodies the spirit of *1095 Strong, quality every day*, the three-year or 1,095-day period in the accreditation term during which ambulatory health organizations can develop and foster the kind of everyday habits that enable leaders in the industry to provide the utmost in quality care to their patients.

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

If you have questions, please contact [*insert name of contact at your organization with phone and/or email*].

Sincerely,

[*Signature*]

[*Title, e.g. Medical Director*]