

**Woodbridge Medical Centre**

**Family Health Team**

9600 Islington Ave, Unit A13, Woodbridge, ON, L4H 2T1

**Tel:** 905-893-8085    **Fax:** 905-893-8218

October 1, 2019

Dear:

I would like to provide you with an update with regards to my recent time off. I apologize for the delay in providing you this update and I recognize the impact this has on you, and your family, and sincerely apologize for any inconvenience my absence has caused.

The administrative projects have required an extension of my leave until 2020. We are currently working on expanding the office and providing more space to service our patients. Expanding our space allows us to continue to provide increased care, specifically after hours care on evenings and weekends, as we will be able to have more physicians available to see patients.

**Amber White, our Nurse Practitioner** will continue to assume care of all my patients. Rest assured I will provide health care support to Amber in the event that a complex issue with your health care arises.

**Amber will be available:**

- **Monday**            **1:00pm – 9:00pm**
- **Tuesday**          **9:00am – 5:00pm**
- **Wednesday**      **9:00am – 5:00pm**
- **Thursday**         **9:00am – 5:00pm**
- **Friday**             **9:00am – 5:00pm**

There will be no change to any scheduled appointments you currently have booked. All appointments will be seen by Amber and no action is required by you. If you would like to cancel or reschedule any appointment you have booked please visit the patient portal or contact the office at 905-893-8085.

If you have any concerns or questions related to this issue please contact me via the patient portal or at [steve.litsas@gmail.com](mailto:steve.litsas@gmail.com). If you have any medical concerns, I recommend you book an appointment with Amber.

Again, I apologize in advance for my absence and I greatly appreciate your patience and understanding.

Yours truly,

Dr. Steven Litsas, MD, CCFP