## NOTIFYING YOUR CLIENTS ABOUT SECURE PASSWORDLESS LOGIN From SimplePractice | [www.simplepractice.com](https://www.simplepractice.com?&utm_source=calculator&utm_medium=email&utm_campaign=content-letter-templates)

|  |  |
| --- | --- |
| **YOUR PRACTICE NAME** | **Insert logo here** |

**YOUR NAME**

123 Your Street

Your City, ST 12345

(123) 456-7890

[name@example.com](mailto:name@example.com)

MONTH DD, YYYY

Hi [Client’s name],

I’m happy to announce that logging into your Client Portal for [Practice Name] will become easier and more secure because of a newly added **Secure** **Passwordless Login** feature.

In a few weeks, instead of having to remember a password, you will:

1. Click **Existing Client**
2. Enter the email address associated with your account
3. Click **Continue**
4. Check your email for a sign in button, which is valid for 24 hours

When you click**Sign In**, the Client Portal will automatically open and sign you in. For your security, the unique link expires after one use.

Regards,   
[Your Name]   
[Your Practice Name]