To Whom It May Concern:

The [state licensing authority] will adopt the 2018 edition of the Facility Guidelines Institute’s (FGI) *Guidelines for Design and Construction of Hospitals [Guidelines for Design and Construction of Outpatient Facilities*, and the *Guidelines for Design and Construction of Residential Health, Care, and Support Facilities]* effective [insert date]. As of [insert date], the [licensing authority] will apply these new requirements to all plans for new construction or major renovation of hospitals [and additional facility types, if appropriate].

While mandatory use of the new *Guidelines* will not begin until [date], the [licensing authority] has received inquiries regarding whether facilities may use the 2018 *Guidelines* before that date. The [licensing authority] will permit facilities to use the 2018 *Guidelines* starting [date]. Thus, from [date] until [date], facilities may elect to use either the [current *Guidelines* edition or state code] or the 2018 *Guidelines*. After [date], all facilities must use the 2018 *Guidelines*.

The [licensing authority] recommends that smaller renovation projects or new additions be designed and submitted for approval based on compliance with the 2018 edition of the *Guidelines* as soon as possible after *[date]*. Although it is still permissible to use the [current *Guidelines* edition or state code] until [date], it would be prudent to use the 2018 *Guidelines*. Larger or more complicated projects should be designed in conformance with the 2018 *Guidelines*. All final plan approvals issued after [date] will be based on conformance with the 2018 edition, regardless of when the preliminary plans were submitted.

[Add a paragraph with any other specifics relevant to your state.]

To learn more about the 2018 FGI *Guidelines*, visit the FGI website at <https://www.fgiguidelines.org/guidelines/editions/>. Purchase information can be found at <https://shop.fgiguidelines.org>. The 2018 edition is available in paperback and digital subscription formats. Also available are 10 FGI-produced educational webinars on the content of the 2018 *Guidelines*; information can be found on this page of the FGI website: <https://www.fgiguidelines.org/education/fgi-webinars-on-2018-guidelines-content>

Should you have any questions regarding these changes, please contact [insert contact name and details].

Sincerely,