

DATE

Dear Patient,

We are sending this letter because you [were a patient or had a medical procedure] at [facility name] during or after [date]. The [HEALTH DEPARTMENT NAME] is investigating reports of [Infection Name] in patients who were treated at [Facility Name].

It is possible that you may have been exposed to [Infection Name]. **As a precaution, we recommend that you [Instructions to Patients].**

- Symptoms of [Infection] include:
 - Fever
 - Cough
 - Shortness of breath
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

[HEALTH DEPARTMENT NAME] and the Centers for Disease Control and Prevention (CDC) are working to investigate which patients may have had close contact with these patient(s) and determine appropriate recommendations for patients who may have been exposed.

All of us at [Facility Name] understand that this is a serious situation and might be frightening. We want to assure you that we will assist you in every way possible. **We recommend that you speak to your healthcare provider or call our hotline [xxx-xxxx] to discuss any symptoms or concerns you may have. We want to assure you that we will assist you in every way possible.**

Sincerely,

[Facility Name]