

**SAMPLE COVER LETTER TO PARENTS**  
**Accompanying Questionnaire**

Dear Parent:

We have recently been notified that within the past \_\_\_\_\_ weeks that \_\_\_\_\_ case(s) of hepatitis A (infectious hepatitis) have occurred in persons associated with the \_\_\_\_\_ Child Care Center.

To accurately assess the current situation at this child care center, the center and the \_\_\_\_\_ Local Health Department are asking that you complete the accompanying questionnaire. Please fill out the questionnaire completely so that we can determine what, if any, further control measures need to be taken. **Please return the questionnaire to the \_\_\_\_\_ Child Care Center tomorrow.**

For your information we are including a "Fact Sheet" about hepatitis A that should be helpful in answering questions you may have.

Thank you.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Local Health Department)