

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		
	Re: Get-Well – To an Employee or Business Associate suffering from Injury or Illness	

Dear :

I am so sorry to hear about your snowboarding accident. On the bright side, at least your accident did not happen until the last day of your vacation. Please take your time to recuperate and stay off the leg as much as possible. We have informed all your clients that you will be out of the office. We will keep you posted on all office related information.

I hope you have a quick recovery. Get well soon.

Sincerely,

N A M E