

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

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Get-Well – Message to Friend/Relative Suffering from an Illness or Injury

Dear :

I am so sorry to hear that about your bungee jumping accident. I know that bungee jumping is a very exciting, yet dangerous sport. I didn't realize that you could sprain your ankle while doing it. I hope that you have a quick recovery and are feeling better soon.

Sincerely,

N A M E