

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		
Address Line		
City, State Zip Code		

Re: Get-Well – Message to Teacher suffering from Illness or Injury

Dear :

I am very sorry to hear about the accident that occurred at school. I did not know that education was such a dangerous profession. I have never heard, nor thought it was possible to have a delayed allergic reaction to chalk. I do hope that you are recovering well from this incident. I am sure that your students miss you. I hope that you get-well soon.

Sincerely,

N A M E