

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 – Employee’s or Business Associate’s Family Member is Sick or Injured

Dear :

I am so sorry to hear about your { 's} accident. I hope that he/she is recovering well. I am sure that he/she will be back on their feet shortly.

Sincerely,

N A M E