Communicable Disease Outreach Letter Template

Copy and paste the body of the letter below into a Word document, edit as required and print on your letterhead.

*Date*

*Client name*

*Address*

*Telephone*

Dear *(insert Client name)*,

I have been unable to contact you, using the above telephone number(s), to discuss an important health matter. It is very important that you call me as soon as possible.

Please call me, (*insert Public Health Nurse name)*, at (204) *XXX-XXXX* between 8:30 a.m. and 4:30 p.m. Monday to Friday. If you reach my voice mail, please leave your name, a phone number where you can be contacted and a suitable time to call you back.

I hope to speak with you very soon.

Sincerely,

(*insert Public Health Nurse name*)

Public Health Nurse

(*insert Public Health Office*)

*Address*

*Tel/Tél (204) XXX-XXXX*