

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide personalized guidelines for the use of EpiPens, which are crucial for managing severe allergic reactions.

1. **\*\*Know Your Allergens\*\***: Identify and avoid triggers such as certain foods, insect stings, or medications.
2. **\*\*EpiPen Accessibility\*\***: Always carry your EpiPen with you, ensure it's easily accessible, and check the expiration date regularly.
3. **\*\*Administration\*\***: In case of an allergic reaction, use the EpiPen as instructed; inject it into the outer thigh and hold for 3 seconds.
4. **\*\*Seek Medical Attention\*\***: After administering the EpiPen, call emergency services or have someone take you to the hospital.
5. **\*\*Educate Others\*\***: Inform friends, family, and caregivers on how to use the EpiPen in case of an emergency.

If you have any questions or need further assistance regarding EpiPen usage, please feel free to reach out.

Best regards,

[Your Name]  
[Your Contact Information]