

[Your Hospital/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Klebsiella Bacteremia Case

Dear [Recipient Name],

We are writing to inform you of a recent case of Klebsiella bacteremia identified in our facility on [Date of Identification]. The patient, [Patient ID or Initials], is a [age] year old [gender] with a history of [relevant medical history].

This case was confirmed following positive blood cultures, and appropriate antimicrobial therapy has been initiated. Our infection control team is actively investigating the potential sources and mitigating risks for other patients and staff.

Please find attached the relevant clinical details and recommended precautions. We advise you to monitor your patients accordingly and report any similar cases to our department.

Thank you for your cooperation in this matter. Should you require any further information, please feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

Attachments: Clinical Details and Precautionary Measures