

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of Individual Quarantine

I hope this letter finds you well. I am writing to formally inform you that I will be undergoing a period of individual quarantine due to [reason for quarantine, e.g., exposure to a confirmed case of COVID-19]. As per the guidelines set forth by health authorities, I am required to remain in quarantine from [start date] to [end date]. During this time, I will ensure to follow all necessary protocols to safeguard the health of those around me.

I understand the importance of preventing the spread of illness and am committed to adhering to these guidelines diligently. Please let me know if there are any specific procedures or documentation required during this period.

Thank you for your understanding and support regarding this matter. I look forward to resuming my regular activities once my quarantine period is completed.

Sincerely,
[Your Name]