

[Institution Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Quarantine Notice for [Student's Name]

Dear [Parent/Guardian Name],

We hope this message finds you well. We are writing to inform you that [Student's Name], a student in [Grade/Class Name], has been identified as a close contact of someone who tested positive for [specific condition, e.g., COVID-19].

As a precautionary measure, [Student's Name] is required to undergo a quarantine period following the guidelines set by health authorities. The quarantine period will begin on [start date] and will last until [end date].

During this time, [Student's Name] is expected to stay at home and limit their interactions with others to help prevent the spread of the virus. We encourage you to monitor [his/her] health and seek medical attention if symptoms develop.

Please ensure that [Student's Name] continues with [his/her] studies remotely during this period. [Include any information on how to access online classes or learning materials.]

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your cooperation and understanding during this time.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]