

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quarantine Notification

I am writing to inform you that [specific reason for quarantine - e.g., exposure to a confirmed case of COVID-19]. As a result, it is necessary for you to enter a quarantine period starting from [start date] to [end date].

During this time, please adhere to the following guidelines:

1. Remain at home and avoid contact with others.
2. Monitor your health for any symptoms.
3. Follow any further instructions from health authorities.

Should you have any questions or require assistance, please feel free to reach out to me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Organization Name, if applicable]