

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally notify you that a student at [School's Name], [Student's Name], has been diagnosed with tuberculosis (TB).

In accordance with public health guidelines, we want to ensure that all necessary precautions and measures are taken to protect the health and safety of all students and staff. We are working closely with [local health department or relevant authorities] to address this situation appropriately.

Please let us know if you require additional information or if there are specific protocols the school would like to follow during this time. We appreciate your understanding and cooperation as we navigate this matter. Thank you for your attention to this urgent health concern.

Sincerely,

[Your Name]
[Your Title/Relationship to the Student]
[Optional: Additional Contact Information]