

School or Daycare  
Name or Logo Here



[DATE]  
[ADDRESS, CITY, STATE, ZIP]  
[PHONE NUMBER]

Dear Parent or Guardian,

A case of bacterial meningitis has been reported in a child that goes to the same school as your child. We are working with the Bay County Health Department in response to the illness and will contact you if your child will need to be treated.

- It is a serious disease that causes infection of lining in the spinal cord and brain.
- Risk of spread of disease is low in school and daycares
- If your child does not feel well and has any symptoms on the fact sheet should be taken to the doctor right away.

More about this disease can be found in the Fact Sheet with this letter. If you or your doctor has questions about the disease, please contact the Bay County Health Department at (989) 895-4003.

Sincerely,

[NAME, TITLE]