

Insert School Name or Logo Here



[DATE]

[ADDRESS, CITY, STATE, ZIP]

[PHONE NUMBER]

Dear Parent or Guardian,

[A/AN CHILD/EMPLOYEE] in your child's [SCHOOL/CLASSROOM] has been [DIAGNOSED WITH/EXPOSED TO] a virus called Mononucleosis (Mono). As a result we are sending this letter to you.

Mono is caused by a virus that affects certain blood cells. It usually occurs in adolescents and young adults. Symptoms are sore throat, loss of appetite, headaches, fever, swollen glands, feeling unusually tired much of the time, and sometimes a swollen spleen or liver. Symptoms may last several weeks. If your child has any of these symptoms they should be seen by their doctor to be confirmed by a lab test for proper diagnosis. There is not a specific treatment for the virus but you can treat some of the symptoms using Tylenol or Advil, rest, drinking a lot of fluids, and avoiding contact sports (the spleen often enlarges and may rupture if it is hit hard).

Please see the Fact Sheet for more information. If you have any questions please call the Bay County Health Department at (989) 895-4003.

Thank you,

[NAME AND TITLE]