

SAMPLE RELEASE LETTER TO ADMINISTRATOR

Dear Administrator:

We have had no reported cases of hepatitis A associated with _____ Child Care Center in the last six weeks. We feel the outbreak of hepatitis is resolved. Therefore, the restrictions on _____ Child Care Center are officially lifted and you may resume your normal admission procedures. Please continue to maintain hygiene recommendations and resume enforcement of the immunization law.

Thank you for your cooperation.

Sincerely,

(Name)

(Local Health Department)