

## **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)

*This letter should only be issued under the direction of a local public health department or the Center for Acute Disease Epidemiology (CADE) which is part of the Iowa Department of Public Health. Individual healthcare providers, school officials, and childcare providers are not authorized to independently issue this letter.*

**Reviewed: 8/23/2016**