

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I'm sorry to hear that you are [brief but tasteful description of illness: suffering a bout of pneumonia, laid up with mononucleosis, being treated for cancer, in hospital, or simply, ill]. Everyone at [your own company] wishes you a speedy recovery.

If there is anything I can do to help, please feel free to get in touch with me. I hope to see you well again soon.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]