

[Date]

[Name]

[Company]

[Address]

[City, State Zip Code]

RE: Notice of Infestation of Head Lice

Dear Parent or Guardian:

A case of head lice has been detected in your child's school/class. Anyone can get head lice, mainly through direct head-to-head contact but also from sharing hats, brushes and other personal items. Head lice are a problem in many communities and do not reflect poor hygiene or social status. We are asking that you help to prevent the spread of this communicable condition by checking your child(ren) daily for the next few weeks, and on a regular basis thereafter.

If you have any further questions, please visit the Centers for Disease Control and Prevention website at: http://www.cdc.gov/parasites/lice/head/gen_info/index.html for more information on how to effectively treat head lice. Thank you for your help in this regard.

Sincerely,

[Name]

[Title]