Date: 24, 2014

Dear [Recipient],

I am writing to inform you of an important update regarding the Ebola outbreak in West Africa. As of today, the number of cases has reached 24,201 and 8,585 deaths have been reported. These numbers are expected to increase as the outbreak continues.

The Fort Wayne-Allen County Department of Health is monitoring this situation closely and has implemented measures to prevent the spread of the virus within our community. We are working closely with local and national health agencies to ensure that our residents are informed and protected.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Deborah A. McMahan, MD
Health Commissioner
Fort Wayne-Allen County Department of Health