

Letter of Acknowledgment for Chronic Condition Flare-up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge my recent flare-up of my chronic condition, [Condition Name]. Due to this unexpected exacerbation, I have experienced [briefly describe symptoms and impact on daily activities].

I appreciate your understanding during this time, as I may need to adjust my commitments and responsibilities to manage my health effectively. I will keep you updated on my progress and any changes necessary in my scheduled activities.

Thank you for your support and consideration.

Sincerely,

[Your Name]

[Your Contact Information]