

Communication Regarding Chronic Condition Flare-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Chronic Condition Flare-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I am currently experiencing a flare-up of my chronic condition, which has impacted my ability to [describe how it affects your daily activities, work, etc.].

As a result, I may require adjustments in my responsibilities, such as [mention any specific accommodations, rescheduling, or workload adjustments needed]. I appreciate your understanding and support during this challenging time.

Please let me know if we can arrange a time to discuss this matter further, or if there are any forms or documentation you need from my healthcare provider.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]