

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the current quarantine procedures implemented at [University Name]. As a [student/faculty member/staff], it is important for me to understand the specific guidelines, responsibilities, and any updates that may be affecting our community.

In particular, I would like to inquire about the following:

- What are the specific criteria for quarantine?
- How long is the quarantine period?
- What resources are available for individuals required to quarantine?
- Are there any consequences for failing to comply with these procedures?

Thank you for your attention to this matter. I appreciate your assistance in providing clarity on these important procedures.

Sincerely,

[Your Name]

[Your Student ID or Department]

[Your Contact Information]