

# **SAMPLE LETTER**

## **On School Letterhead**

Dear Parent or Guardian:

We have recently found a bed bug specimen in your child's classroom. Bed bugs are a nuisance, but their bites are not known to spread disease. They are usually active and feed on blood at night. The bite is initially painless; but it may become swollen and itchy, much like a mosquito bite. If you have concerns for you or your child, you should call a doctor.

The source of bed bugs often cannot be determined, as bed bugs may be found in many places including hotels, planes, and movie theaters. Even though it is unlikely for bed bugs to be spread in schools, the Department of Education will conduct an inspection and, if indicated, treatment of the area where the bug was found.

The Department of Education will continue to work to identify bed bugs, provide thorough inspections of schools and have licensed pest control specialists treat the rooms if a problem is found.

If you have any questions regarding bed bugs within your school, please contact this office. If you have any questions regarding bed bugs found in your home, please call 311 for additional help.

Sincerely,

Principal