[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name], [Street or Address]

[City, State ZIP code]

Dear Friend,

I just heard from Aunt Jackie that you have been under the weather with the flu for the past week, and I wanted to let you know how sorry I am to hear this. I hope you get completely well very soon and that you will rest as much as possible in the meantime. Also, please let me know if you need anything, such as if you need me to run errands or go to the grocery store for you. I can also come over and cook meals for you or do anything you need me to do. I will be very happy to help in any way I can.

Please give me a call to let me know what I can do to help. In the meantime, take good care of yourself. You are in my daily thoughts and prayers.

Sincerely,

[Signature]

[Sender's first and last names]