

*The Daily Routine: Making It Work*  
**Handout #3 – Letter to Jane's Circle?**

Date

Dear Jane's Circle of Connection,

During Jane's next four months of treatment for cancer I am coordinating support for her and her family. The things she will need fall into three major categories:

- Transportation to chemo appointments;
- Bringing dinners to the house, especially days of chemo.
- Driving her children to school and after school activities, when needed.

Right now she does not need much. Her next treatment is in a couple of weeks, and she will need more at that point. I will call each of you after that to discuss specifics. Dinners and other assistance are set for the initial period.

I will try to schedule her assistance a month at a time. This will be done a month in advance. If you have agreed to do something and then are unable to do so for any reason, please call me as soon as possible. I will call [or e-mail, if mutually arranged] a couple of days ahead of time to confirm and then call afterwards to see how it went.

At Jane's request, I will also be available to provide general updates about her condition during her treatment so that she is not overwhelmed with phone calls. If you have any questions, call me. All my contact information is at the bottom of this letter. [If you do prefer e-mail, please e-mail me your address.] The best times to reach me are early in the morning.

Jane has been very specific about what she needs and does not need which is great. People have already called offering their help so she has given me their names. She has lots of people wishing her the best. This should go smoothly.

Thank you for your help.

Susan

*Home phone:*

*Cell phone:*

*Best times to call:*

*E-mail:*

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