

[Date]

To the Parent/Guardian of [Child's Name],

Subject: Reminder - Annual School-Age Health Checkup

Our records indicate that it is time for [Child's Name]'s routine health checkup. Regular health exams are essential to ensure your child is growing well and staying healthy during their school years.

This visit typically includes:

- Height, weight, and blood pressure screening
- Vision and hearing tests
- Review of required immunizations
- Physical examination
- Discussion of developmental and behavioral milestones

Please contact your pediatrician or local clinic to schedule an appointment. Once the exam is complete, please return a copy of the updated health form to the school office by [Insert Date].

If you have already completed this exam or have an appointment scheduled, please disregard this letter.

Sincerely,

[Your Name/Title]

[School Name]

[Phone Number]