

[Date]

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

This is a reminder that [Child's First Name] missed a scheduled appointment for routine immunizations on [Missed Date].

Staying up to date with vaccinations is the best way to protect your child against serious diseases such as measles, mumps, and whooping cough. These vaccines are essential for your child's health and are required for most school and daycare enrollments.

Please contact our office as soon as possible to reschedule this appointment. You can reach us at [Phone Number] or visit our online portal at [Website/Portal Link].

If your child has already received these vaccinations elsewhere, please let us know so we can update our records.

Sincerely,

[Provider/Clinic Name]

[Clinic Address]

[Clinic Phone Number]