

Date: [Date]

To: [School Principal/Nurse Name]

[School Name]

[School Address]

Subject: Missed Vaccination Appointment - [Student Name]

Dear [Name],

I am writing to inform you that my child, [Student Name], who is enrolled in [Grade Level], missed their scheduled vaccination appointment on [Date of Missed Appointment].

The appointment was missed due to [Brief Reason: e.g., illness/family emergency/transportation issues].

We have already rescheduled the appointment for [New Date] at [Clinic/Doctor's Name]. I will provide the updated immunization records to the school office as soon as the vaccinations are completed.

We understand that these vaccinations are a requirement for school attendance and appreciate your patience as we rectify this situation.

If you need further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Relationship to Student]