

[Date]

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

Subject: Important Notice Regarding Your Child's Immunizations

Dear Parent or Guardian,

Our records indicate that your child is currently overdue for one or more essential vaccinations. Vaccinations are a vital step in protecting your child and our community from serious preventable diseases.

According to our files, the following vaccine(s) are needed:

- [Vaccine Name 1]
- [Vaccine Name 2]
- [Vaccine Name 3]

We recommend scheduling an appointment as soon as possible to bring your child's immunization record up to date. This will ensure they remain protected and compliant with school or daycare requirements.

Please call our office at [Phone Number] to schedule an appointment or if you believe your child has already received these shots elsewhere so we may update our records.

Sincerely,

[Doctor's Name/Clinic Name]
[Clinic Address]
[Phone Number]