

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Reminder: Upcoming Vaccination for [Child's Name]

Dear [Parent/Guardian Name],

This is a friendly reminder from [Clinic/Doctor's Name] regarding the immunization schedule for [Child's Name]. Staying up to date with vaccinations is the best way to protect your child from serious preventable diseases.

Our records show that [Child's Name] is due for the following vaccines:

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

**Appointment Details:**

Date: [Date of Appointment]

Time: [Time of Appointment]

Location: [Clinic Address/Room Number]

If you have already scheduled this appointment, please consider this a reminder. If you need to schedule, reschedule, or have any questions regarding your child's vaccination history, please call our office at [Phone Number] or visit our online portal at [Website URL].

Please remember to bring your child's immunization record (Yellow Card) to the visit.

Sincerely,

[Doctor/Provider Name]

[Clinic/Medical Group Name]