

[Date]

To the Parents/Guardians of [Child's Full Name],

[Address]

[City, State, Zip Code]

Subject: Reminder - Important Immunization Milestone for [Child's First Name]

Dear Parent or Guardian,

Our records indicate that your child, [Child's First Name], is now due (or overdue) for their toddler immunization milestone. These vaccinations are essential for protecting your child against serious diseases such as Measles, Mumps, Rubella, Polio, and Pertussis as they become more active and social.

Staying on schedule ensures that your child's immune system has the best protection possible. We recommend scheduling an appointment as soon as possible to keep your child's health records up to date.

Next Steps:

- Call our office at [Phone Number] to schedule an immunization visit.
- Bring your child's current immunization record (Yellow Card) to the appointment.
- If your child has already received these vaccinations at another clinic, please provide us with a copy of the record so we can update our files.

If you have any questions or concerns regarding these vaccinations, please do not hesitate to contact us or speak with your pediatrician during the visit.

We look forward to seeing you and [Child's First Name] soon.

Sincerely,

[Clinic/Doctor Name]

[Clinic Address]

[Clinic Phone Number]