

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important: Your Annual Seasonal Influenza Vaccination

Dear [Patient Name],

As the flu season approaches, [Practice Name] wants to ensure you stay healthy. Our records indicate that you have not yet received your annual influenza (flu) vaccine for the current season.

The CDC recommends an annual flu shot for everyone 6 months and older. Vaccination is the best way to protect yourself and your family from the flu and its potential complications.

We now have flu vaccines available at our office. We encourage you to schedule an appointment as soon as possible. We offer several convenient options for your vaccination:

- Regular scheduled appointments
- Walk-in flu clinic hours: [Insert Hours/Days]
- Scheduled "Flu Shot Only" fast-track slots

To schedule your appointment, please call us at [Phone Number] or book online through the patient portal at [Website URL].

If you have already received your flu vaccine elsewhere, please let us know so we can update your medical record.

Sincerely,

[Provider Name or Practice Manager]

[Practice Name]