

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Dear [Patient Name],

The annual flu season is approaching. [Clinic Name] is writing to remind you to schedule your routine influenza (flu) vaccination.

Health experts recommend an annual flu vaccine for everyone ages 6 months and older. Vaccination is the best way to protect yourself and your family from the flu and its potential complications.

**Clinic Vaccination Details:**

- **Dates:** [Insert Dates]
- **Times:** [Insert Times]
- **Location:** [Insert Clinic Address/Room Number]

To schedule your appointment, please call us at [Phone Number] or visit our online portal at [Website URL]. We also accept walk-ins during the following hours: [Insert Walk-in Hours].

Please bring your insurance card to your appointment. In most cases, the flu shot is covered at no cost to you.

We look forward to helping you stay healthy this season.

Sincerely,

[Provider Name/Clinic Manager]

[Clinic Name]

[Clinic Phone Number]