

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Reminder to Complete Your Hepatitis B Vaccination Series

Dear [Patient Name],

Our records indicate that you have started your Hepatitis B vaccination series but have not yet completed all the required doses. To ensure full, long-term protection against the Hepatitis B virus, it is important to receive the entire series within the recommended timeframe.

According to our files, you are due for:

- Dose 2
- Dose 3

Please contact our office at [Phone Number] to schedule an appointment for your next dose. If you have already received this vaccination elsewhere, please let us know so we can update your medical records.

If you have any questions regarding the vaccine schedule or the virus, please feel free to speak with your healthcare provider during your visit.

Sincerely,

[Clinic/Doctor Name]

[Contact Information]