

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Subject: Important Notice: Overdue Hepatitis B Vaccination

Dear [Patient Name],

Our records indicate that you (or your child) are currently overdue for a dose of the Hepatitis B vaccine series. According to our files, the last dose was due on [Date].

Hepatitis B is a serious infection that affects the liver. Completing the full series of vaccinations is necessary to ensure long-term protection and immunity against the virus.

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

If you have any questions regarding the vaccination schedule, feel free to contact us or discuss it with your provider during your next visit.

Sincerely,

[Doctor/Provider Name]

[Clinic/Facility Name]