

# Important Vaccination Reminder

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. As part of our commitment to the health and safety of all students, we would like to remind you that [Student's Name], a student in [Grade/Class Name], is required to have the following vaccinations completed by [Deadline Date]:

- [Vaccine Name 1]
- [Vaccine Name 2]
- [Vaccine Name 3]

Please ensure that these vaccinations are completed and submit an updated vaccination record to the school nurse by the deadline. If you have already received these vaccinations, please disregard this reminder.

If you have any questions or concerns, feel free to reach out to our school nurse at [Nurse's Contact Information].

Thank you for your attention to this important health matter.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]