

# Immunization Review Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. As part of our ongoing commitment to health and safety, we are sending you a notification regarding the upcoming review of immunization records for [Child's/Patient's Name].

Please ensure that the following immunizations are up to date:

- [Immunization Name 1] - [Date Due]
- [Immunization Name 2] - [Date Due]
- [Immunization Name 3] - [Date Due]

We kindly ask you to provide the most recent immunization records by [Submission Deadline]. This can be done by bringing the documentation to our office or sending it via email to [Email Address].

Thank you for your attention to this important matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]