

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

## **Subject: Request for Vaccination Record**

Dear [Employer's Name],

I am writing to formally request a copy of my vaccination record for employment verification purposes. As you may know, [Company Name] has a policy requiring proof of vaccinations for all employees.

Please let me know if any specific forms or processes are required to obtain this information. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]