

Vaccination Record Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to request a copy of my vaccination records for my child, [Child's Full Name], who is required to submit vaccination documentation for school enrollment.

We would appreciate it if you could provide the vaccination record as soon as possible to ensure a smooth enrollment process. Here are the details for your reference:

- Child's Date of Birth: [Insert Date]
- School Name: [Insert School Name]
- Contact Information: [Your Phone Number or Email Address]

Thank you for your assistance in this matter. Please let me know if you need any additional information.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]