

Follow-Up on Health Records Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Student Health Records

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the update of health records for our students at [School Name]. Ensuring that we have the most current health information is crucial for the well-being and safety of all students.

Please let us know if you have submitted the required health records for [Student's Name] or if you need any assistance in the process. If you have already submitted the documents, could you please confirm their receipt?

Thank you for your attention to this important matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]