

Notification of Health Records Update

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. This letter is to inform you that your child, [Student's Name], is required to update their health records as part of our school's annual health compliance protocol.

Please provide the following updated health information:

- Current immunization records
- Recent physical examination results
- Any medication information (if applicable)

These records are essential to ensure your child's health and safety during school hours. Kindly submit the updated documents to the school office by [Insert Due Date].

Thank you for your cooperation. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[School Name]