

# Reminder: Health Records Submission

Dear [Parent/Guardian's Name],

We hope this message finds you well. As part of our commitment to ensuring the health and well-being of our students, we would like to remind you that the submission of your child's health records is required.

Student Name: [Student's Name]

Grade: [Student's Grade]

Please ensure that we receive the necessary health documentation by [deadline date]. This includes:

- Immunization records
- Physical examination reports
- Any other relevant health information

You can submit the records via email at [school email address] or in person at the school office.

Thank you for your attention to this important matter. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[School Name]