

# Notice of Vaccine Timeline Adjustments

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. This letter is to inform you about the adjustments made to your child's vaccination schedule due to [reason for adjustments, e.g., supply issues, missed appointments].

## Revised Vaccine Schedule

- **Vaccine Name:** [Vaccine 1 Name] - New Date: [New Date 1]
- **Vaccine Name:** [Vaccine 2 Name] - New Date: [New Date 2]
- **Vaccine Name:** [Vaccine 3 Name] - New Date: [New Date 3]

We understand the importance of staying on schedule with vaccinations and appreciate your flexibility during this time. Please ensure your child is brought in on the new dates provided.

If you have any questions or concerns, feel free to reach out to our office at [Phone Number] or [Email Address].

Thank you for your understanding and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Healthcare Facility Name]