

Immunization Records Request for Daycare Admission

Date: [Insert Date]

To Whom It May Concern,

I am writing to request the immunization records for my child, [Child's Full Name], who is applying for admission to [Daycare Name]. As part of the enrollment process, the daycare requires a complete immunization history.

Details of my child are as follows:

- Full Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- Parent/Guardian Name: [Your Full Name]
- Contact Information: [Your Phone Number/Email]

Please send the immunization records to the following address:

[Your Address]

Thank you for your assistance in this matter. If you have any questions, please feel free to contact me at [Your Phone Number].

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]