

Report of Lost Immunization Records

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally report the loss of my immunization records. My name is [Your Name], and I was born on [Your Date of Birth]. My contact information is as follows:

- Email: [Your Email]
- Phone: [Your Phone Number]
- Address: [Your Address]

Unfortunately, I have misplaced my immunization records, and I am unable to locate them. The records are crucial for my upcoming [reason for needing records, e.g., school enrollment, travel, etc.].

I kindly request your assistance in obtaining a copy of my immunization records. Please let me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]