

# Letter of Explanation for Late Immunization Records Filing

Date: [Insert Date]

To Whom It May Concern,

I am writing to explain the delay in filing the immunization records for my child, [Child's Name], who is enrolled at [School/Organization Name]. We understand the importance of timely submission of these records and sincerely apologize for any inconvenience caused.

The delay was due to [briefly explain reason, e.g., unexpected illness, administrative oversight, etc.]. We have since taken the necessary steps to obtain the required information and have enclosed the complete immunization records with this letter.

Thank you for your understanding and support regarding this matter. If you have any further questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Address]