

Notification of Postponed Immunization

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that the scheduled immunization records for [Child's Name] have been postponed due to [reason for postponement]. We understand the importance of immunizations for your child's health and are working diligently to reschedule this appointment.

Please contact our office at [Phone Number] or [Email Address] to discuss the next available dates for rescheduling your child's immunization records. We appreciate your understanding and cooperation in this matter.

Thank you for your attention to this important health issue.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]