

*Customize this letter to send to families encouraging them to return to the office for well-child visits and vaccinations.*

Dear Parents,

To keep your child safe and healthy from preventable and serious diseases, such as measles, whooping cough, and COVID-19—make an appointment to get your child caught up on routine vaccinations today.

Please call our office at (XXX) XXX-XXXX to schedule your child’s checkup, follow-up appointment or vaccination visit. Staying on track with needed checkups and recommended vaccinations helps ensure children stay safe and healthy at school, childcare, and extracurricular activities.   
   
With you in health,

Dr. [your name here]



**SPANISH**

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Estimados Padres,

Para mantener a su hijo(a) seguro y saludable contra enfermedades graves y prevenibles, como el sarampión, la tosferina, y el COVID-19 – haga una cita para que su hijo(a) se ponga al día con las vacunas de rutina hoy mismo.

Por favor llame a nuestra oficina al [(XXX) XXX-XXXX office phone number] para programar el chequeo, la cita de seguimiento o la cita de vacunación de su hijo(a). Mantenerse al día con los chequeos necesarios y las vacunas recomendadas ayuda a garantizar que los niños se mantengan seguros y saludables en la escuela, la guardería y las actividades extracurriculares.

Con usted en salud,

Dr. [your name here]