

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for MMR Vaccine Documentation

I am writing to formally express my intent to initiate the process of obtaining and submitting the necessary documentation for the Measles, Mumps, and Rubella (MMR) vaccine. This letter serves to outline my commitment to ensuring that all required health records are accurately provided for [specific purpose, e.g., school enrollment, travel requirements, etc.].

In accordance with the guidelines set forth by [relevant authority/organization], I understand the importance of keeping vaccination records up to date and compliant. I am currently gathering the relevant information regarding my immunization history, including dates and specific vaccine doses received.

I anticipate that I will have all required documentation compiled by [specific date]. Should there be any additional requirements or forms that need to be completed, please do not hesitate to inform me.

Thank you for your attention to this matter. I look forward to your guidance and support as I proceed with the MMR vaccine documentation process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]