

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an update regarding the MMR (measles, mumps, rubella) vaccination status for [Child's Full Name], who was born on [Child's Date of Birth].

As we know, keeping track of vaccinations is crucial for ensuring the health and safety of our children. I would appreciate it if you could provide the following information:

1. The dates of the administered MMR vaccinations.
2. Any upcoming recommended vaccinations or boosters.
3. Additional information on the importance of keeping vaccinations up to date.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]