

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reminder for MMR Vaccine

We hope this message finds you well. This is a friendly reminder regarding the MMR (Measles, Mumps, and Rubella) vaccine for [Child's Name/Patient's Name]. As per recommended immunization schedules, it is important to ensure that [he/she/they] is up-to-date with vaccinations to maintain optimal health and prevent the spread of these preventable diseases.

[Optional: Brief information about the importance of the MMR vaccine or recent outbreaks in the community.]

Please contact our office at [Phone Number] or [Email Address] to schedule an appointment or if you have any questions concerning the vaccine or your child's immunization record.

Thank you for your attention to this important health matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]