[DATE]

Dear [PARENT/GUARDIAN NAME],

Your child’s health and well-being are of utmost importance to us here at [CLINIC NAME]. In the coming weeks, many schools will begin in-person learning again and some outdoor school sports are already starting across the state. *The time to prepare your child for spending more time with friends and classmates is now.*

**Your child is due for a well-child visit and vaccinations.** At this visit, we’ll make sure your child is growing and developing well and we’ll answer any questions you may have. We’ll also catch your child up on vaccines that prevent serious infectious diseases, like measles, mumps, and whooping cough. During the pandemic, making sure your child is up to date on routine vaccinations is one of the best ways we can work together to protect their health.

**We have put the following measures in place to ensure your family’s safety while in our clinic:**

* Children with respiratory illness and/or fever are separated from well children.
* Our staff and providers are screened daily for COVID-19 symptoms.
* All patients and visitors are screened for COVID-19 symptoms over the phone and at entry.
* To practice social distancing, we limit the number of visitors.
* Masks are mandatory for all patients, visitors, and staff.
* We frequently disinfect our office and equipment.

***Please contact [CLINIC NAME] at [PHONE #] to schedule an appointment for your child.***

If your child has been vaccinated by another provider, has moved out of state, is no longer a patient of this clinic, or you feel this message is in error, please call us to update our records.

If you have been impacted financially by COVID-19 or have lost your health insurance, please contact us to discuss your options. Visit ParentHelp123.org or call the Help Me Grow WA Hotline at 1-800-322-2588.  Interpreters available. If seeking English, press 1. If seeking Spanish, press 2.

Our providers and staff are committed to helping your family stay safe and healthy. We look forward to hearing from you soon.

Sincerely,