[DATE]

Dear [PARENT/GUARDIAN NAME],

Your child’s health and well-being are of utmost importance to us here at [CLINIC NAME]. The current school year is winding down, but summer camps, sports, and the upcoming school year are here or coming soon. *The time to prepare your child for spending more in-person time with friends and classmates is now.*

**Children ages 12 and older are now eligible for the COVID-19 vaccine. [INSERT YOUR CLINIC’s COVID VACCINE PROTOCOLS OR INSERT INSTRUCTIONS TO GET COVID VACCINE ELSEWHERE] Please call our clinic to schedule a vaccine or well-child appointment.** 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~~.~~ HPV and meningococcal, in addition to COVID-19. Making sure your child is up to date on all 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 vaccinated against COVID-19 and 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. You can also visit [ParentHelp123.org](http://parenthelp123.org/) (this webpage is available in English or Spanish) or call the Help Me Grow WA Hotline at 1-800-322-2588.

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

Sincerely,