[DATE]

Dear [PARENT/GUARDIAN NAME],

Your child’s health and well-being are of utmost importance to us here at [CLINIC NAME]. We want to make sure your child is ready to learn, play, and grow without illness getting in the way.

**Your child is due for a well-child visit and vaccinations.** At this visit, we will make sure your child is growing and developing well. We will answer any questions you may have about your child’s health. We’ll also catch your child up on vaccines that prevent serious infectious diseases, like measles, mumps, and whooping cough. In addition, COVID-19 vaccines have been authorized for children ages 6 months and up. Ask your doctor about getting your child vaccinated alongside their routine vaccinations. Keeping your child 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 others.
* 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 HelpMeGrowWA.org or call the Help Me Grow WA Hotline at 1-800-322-2588.  The hotline has interpreters available. If you speak English or other languages, press 1. If you speak 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,