**Email/Letter Template from HCP to Parent of Adolescent**

[DATE]

Dear [PARENT/GUARDIAN NAME],

Annual visits are important for your adolescent to receive time-sensitive screenings and immunizations. However, many adolescents missed their annual checkups this past year due to the COVID-19 pandemic. Making sure that your adolescent is up to date is one of the best ways we can work together to protect their health.

**Your adolescent is due for a well visit and vaccinations.** Now is the time to prepare your adolescent to spend more time with friends, family, and classmates.

**Vaccines are needed now** for your adolescent to safely return to school for in-person learning or to participate in other activities, such as sports and summer camps. Your adolescent can get routine vaccinations at the same time as the COVID-19 vaccine.

**It is safe to visit us.** We have put many measures in place to ensure your family’s safety. These include:

* Separating children with fever and/or respiratory illnesses from well children
* Screening staff daily for COVID-19 symptoms
* Screening all patients and visitors for COVID-19 symptoms before they enter
* Limiting the number of people in the waiting room
* Asking people to stay in their cars until their provider is ready to see them
* Mandating that all patients and staff wear masks
* Disinfecting our office and equipment regularly

***Please contact us at [PHONE #] or go online at [LINK] to schedule an appointment.***

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

Sincerely,