**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.**

**Vaccines are needed now** for your adolescent to fully participate in activities such as school and extracurriculars. Your adolescent can get routine vaccinations and a COVID-19 vaccine during the same visit.

Adolescents should be vaccinated even if they have had COVID-19 previously. The highly contagious Delta variant continues to spread with adolescent hospitalizations increasing significantly. In June through July, hospitalizations were 10X higher among unvaccinated adolescents vs. those fully vaccinated, according to CDC. Real-world experience with billions of COVID-19 vaccine doses given shows significant benefits with limited risks. Most side effects are mild and last a couple of days. Getting vaccinated is the safer choice.

**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,