**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. Highly contagious variants continue to spread. In June through July 2021, 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,