[INSERT NAME], [INSERT TITLE]

[INSERT OFFICE ADDRESS]

[INSERT CURRENT DATE]

Dear Parent or Guardian:

As your child’s [INSERT TITLE (healthcare professional, doctor, nurse, etc.)], I want to remind you of the importance of getting your son or daughter vaccinated to protect against serious diseases [before they go back to school this fall]. Vaccines are the best way you can protect your child from a number of serious diseases, including meningococcal disease, and cancers caused by HPV, and whooping cough.

[As you are making your back-to-school checklist for your preteen,] I encourage you to make sure your sons and daughters get all the vaccines that the Centers for Disease Control and Prevention (CDC) recommends for them at ages 11 and 12. **[Our records indicate that your child is due for dose(s) of INSERT NAME OF VACCINE(S)].**

Schedule an appointment today for your child to receive all of the vaccines they need for the best protection. CDC, the American Academy of Pediatrics (AAP), the American Academy of Family Physicians (AAFP), and the National Association for School Nurses (NASN) all agree that your preteen needs the following vaccines:

* **Meningococcal vaccines** protect against a type of bacteria that can cause serious illnesses. The two most common types of illnesses include infections of the lining of the brain and spinal cord (meningitis) and bloodstream. Preteens should get the first dose of the meningococcal conjugate vaccine (MenACWY) at age 11 or 12 with a booster dose at age 16. Teens may also receive a serogroup B meningococcal vaccine (MenB), preferably at 16 through 18 years old.
* **HPV vaccine** protects both girls and boys from future infections that can lead to certain types of cancer. All 11-and-12 year olds should get two doses of the HPV vaccine 6-12 months apart. Teens who get the vaccine later may need three doses.
* **Tdap vaccine** protects against three serious diseases: tetanus, diphtheria, and pertussis (whooping cough). Preteens should get one dose of Tdap at age 11 or 12.
* **Flu vaccine** helps protect everyone six months of age and older from seasonal flu. Even healthy preteens and teens can get very sick from flu and spread it to others. The best time to get an annual flu vaccine is before flu begins causing illness in your community, ideally before the end of October. Flu vaccination is beneficial as long as flu viruses are circulating, even in January or later.

[INSERT NAME OF STATE] requires [INSERT REQUIRED VACCINES] for school entry; to learn more about state immunization requirements, go to: [www.immunize.org/laws](http://www.immunize.org/laws).

You may contact our office at [PHONE NUMBER] with any questions about vaccines for your children. [I can also provide you with additional resources about vaccination and other health topics for the preteen and teen years.] To learn more about adolescent vaccines, please visit CDC’s vaccines website for parents at [www.cdc.gov/vaccines/parents](http://www.cdc.gov/vaccines/parents).

Sincerely,

[INSERT NAME]

Your [INSERT TITLE]