**Add logo here**

**[Date]**

RE: Employee Immunization Records

To whom this may concern,

**[Name of practice]** requires all employees to be vaccinated for **[enter practice-specific information here].** The employee knows they have been vaccinated but does not have written proof. We request that the employee’s PCP order a titer to verify that our employee has been vaccinated for these diseases. A signed HIPAA authorization for releasing records to our practice is attached to this letter.

**[NOTE**: **Practice should attach standard release of records with employee’s signature.]**

Please contact our office with any questions or concerns at **[practice phone number]**.

Thank you,

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