

[Insert the Sender's Address]

[Mention sender's address]

[Insert the Date of sending the letter]

[Insert the Receiver's Name]

[Insert the Receiver's Address]

Dear Mr. / Mrs. / Ms. [Insert the name of the recipient]

Sub: Declining the Scheduled Flu Shot

I am writing this letter to inform you that after considerable thought, I have decided not to give my child the polio vaccine.

When polio was discovered, it had a devastating effect on our country. The polio vaccine brings us a beacon of hope. Since then the government is constantly campaigning against polio, and we know it's being done for our good.

But I don't think there is much need for the polio vaccine these days. Since the effects of polio are no more in our country. And our baby is very weak from birth. There is a lot of medicine that doesn't suit my baby. Because (she/he) has allergies to many foods, doctors have made many restrictions on (his/her) diet.

I know you will understand my state of mind and accept this declination letter.

Thank you in anticipation.

Sincere Regards,

[Insert the Full Name of the Sender]

[Insert the Designation], [Insert the Name of the Organization]

[Insert the Contact Details]