Dear [NAME],

As the COVID-19 pandemic continues, we thank you for your incredible work and dedication to this organization. Your work has made such a difference to our residents and our organization.

Recently, FDA and CDC approved a booster shot for individuals that received their primary series of the **Pfizer-BioNTech** or **Moderna COVID-19 vaccine** six or more months ago and fall into one of the categories below:

* 65 years and older
* Age 18+ who live in [long term care settings](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html#long-term-care)
* Age 18+ who have [underlying medical conditions](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html)
* Age 18+ who work or live in [high-risk settings](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html#HighRisk)

Additionally, individuals that are 18 and older who received the primary series of the**Johnson & Johnson vaccine**two or more months ago are also eligible for a booster.

This booster shot helps to maintain protection against the virus.

We have an upcoming COVID-19 booster vaccination clinic scheduled for [Insert details on vaccine clinic – date, time, location]. We are very excited to offer you the opportunity to receive this vaccine in a convenient location and at no cost.

**We are encouraging all staff to receive the vaccine booster given the danger COVID-19 poses to our residents.** Note, you can get a booster shot of any brand per the FDA and CDC. Long term care residents and staff are particularly vulnerable to COVID-19 infection, especially when the virus is spreading in the surrounding community.

**This vaccine booster has gone through testing and clinical trials to ensure it meets the highest safety standards.** The health and safety of our residents and staff is always our top priority, and we are confident this vaccine is safe and effective. **The more residents and staff we get vaccinated, the better we can protect our community against potential outbreaks and save lives.**

To ensure you have the information you need to make an informed decision, we are offering the following opportunities to learn more about COVID-19 booster:

* (insert facility specific strategies, e.g. town halls, one-on-one conversations with senior leaders – for more ideas, see [Top Strategies to Improve Staff Vaccination Rates](https://www.ahcancal.org/News-and-Communications/Documents/GetVaccinated/GetVaccinated-Strategies-Improve-Vacc-Rates.pdf))

We also want to share some links to additional information from trusted and credible sources:

* [CDC COVID-19 Vaccine Guidance](http://www.cdc.gov/coronavirus/2019-ncov/vaccines)
* [GetVaccinated.us](https://getvaccinated.us/)
* EUA fact sheet**:** [Enter relevant one: [Pfizer-Biontech](https://www.fda.gov/media/144414/download), [Moderna](https://www.fda.gov/media/144637/download), [Johnson & Johnson](https://www.fda.gov/media/146305/download)]

[Insert information if you will also be conducting a joint flu clinic]

We will continue to take all necessary precautions after the vaccine is administered, including wearing personal protective equipment and conducting regular testing, to ensure the safety of our residents and staff.

Please do not hesitate to reach out to us with any questions.

Best,

[NAME]