Dear [NAME],

This has been a very difficult year with the COVID-19 pandemic, and we thank you for your continued trust to care for your loved one*. [If the individual is a new admission: We are excited to welcome [insert name of resident] into our community, and we thank you for entrusting us with [his/her] care]*. As you may know, long term care residents have been prioritized to receive the COVID-19 vaccine, and I am pleased to share that we are hosting an upcoming vaccination clinic on [insert details on vaccine clinic – date, time, location].

We will be administering the [insert vaccine name (Pfizer-Biontech, Moderna or Janssen)] COVID-19 vaccine. We need your consent for the pharmacy to administer the vaccine to [insert name of resident and relationship to recipient of letter]. Completed consent forms (scanned) and/or general consent should be emailed to [insert email]. There will be no cost to get the vaccine.

We encourage as many residents as possible to get this vaccine. The elderly have a much higher risk for getting very sick, being hospitalized, or dying from COVID-19. The vaccine has been shown to provide a great deal of protection against serious illness due to COVID-19. **The more residents that get vaccinated, the better we can protect our community against potential outbreaks and save lives.**

**This vaccine has gone through testing and clinical trials to ensure it meets the highest safety standards.** It also is safe and recommended to get if you already had the virus. The health and safety of our residents is always our top priority, and we are confident this vaccine is safe and will help prevent serious illness or death.

**Please read the attached EUA fact sheet (links:** [Pfizer-Biontech](https://www.fda.gov/media/144414/download), [Moderna](https://www.fda.gov/media/144638/download) or [Janssen](https://www.fda.gov/media/146305/download)) **and contact [insert staff contact name, email and number] with any questions.** Potential side effects are listed on the fact sheet. You will find that these side effects are similar to the potential side effects of the flu shot, but they occur more frequently. [For the Moderna or Pfizer vaccine: The vaccine requires two doses. Residents will need to get both doses to ensure the best results. The second dose will be given approximately [21 or 28 days] after the first dose.]

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. We will also work with public health officials to determine how and when to adjust our policies for visitations and social activities and keep you updated.

There is a light at the end of the tunnel. We are hopeful that the vaccine will be a lifesaving turning point in the fight against COVID-19. Please do not hesitate to reach out to us with any questions. You may also visit [www.cdc.gov/coronavirus/2019-ncov/vaccines](http://www.cdc.gov/coronavirus/2019-ncov/vaccines) to learn more about the vaccine.

Best,

[NAME]