Last updated: 3/24/2023

***Instructions:*** *Below are two samples of letters/emails you can use as templates for your communications to parents for upcoming mobile vaccine clinics. You may customize the letters to include pertinent information about your site, vaccine provider, vaccine types given, other services offered, and other event details.*

**Sample Email/Letter (Version 1)**

Dear **[Parent/Guardian],**

[Insert name of school, district, ECP agency or organization] is pleased to announce that we are hosting COVID-19 vaccine clinics at [insert site name/location] on [insert clinic dates and times]. COVID-19 vaccines are safe and effective at protecting people from getting seriously ill, being hospitalized, and dying from COVID-19. The [CDC recommends](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html) that everyone stay up to date with their vaccines for their age group, including boosters. The updated boosters help protect against multiple variants of the COVID-19 virus.

**COVID-19 vaccination, including an updated (bivalent) booster dose, is recommended for everyone ages 6 months and older** with one exception**.**

* Children 6 months through 4 years of age who already had a bivalent Pfizer vaccine for the 3rd dose of Pfizer vaccine primary series are not eligible for a booster dose at this time.
* The updated booster is given at least 2 months after the last dose (either the final primary series dose or last booster dose).
* For details on which vaccines are due and when, visit [ph.lacounty.gov/covidvaccineschedules](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/schedules/).

**It is also recommended that everyone 6 months of age and older get a seasonal flu vaccine**. This can be given at the same time as other vaccines, including COVID-19 or at a different time.

The vaccine clinic is open to anyone in the community and the COVID-19 vaccine is free. We have partnered with [Insert vaccine provider] to make the process of getting your child and your family vaccinated easy, comfortable, and convenient. [If applicable, add information on whether a licensed healthcare provider or pediatric provider will be on-site at the clinic].

We understand the health and safety of your child is top priority and you may have questions about the vaccine. We have included this COVID-19 Vaccine [Fact Sheet](http://www.publichealth.lacounty.gov/media/Coronavirus/docs/vaccine/VaccineFacts_Parents.pdf) for Parents to address any questions you may have. For more details see the [Frequently Asked Questions](http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/faqs.htm) for parents.

Please register for the event here **[Insert *registration link*]**. Walk-ins are welcome.

I hope to see you and your family at the next COVID-19 vaccine clinic.

Sincerely,

***[Insert signature name/signature of Principal, Director, or other administrator]***

**Sample Email/Letter (Version 2)**

Dear Parent or Guardian,

Thank you for everything that you have done to help keep everyone safe and limit the spread of COVID-19. Vaccination is the most effective tool we have to prevent severe illness and death from COVID-19. We are pleased to share that we have partnered with **[Insert vaccine provider]** to provide convenient access to the COVID-19 vaccine. We need your help to ensure that every child is protected against severe illness from COVID-19.

For the best protection against COVID-19, the [**CDC recommends**](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html) **that everyone 6 months and older stay up to date with their vaccines. The updated (bivalent) booster is recommended for everyone ages 6 months and older with one exception. Children 6 months through 4 years of age who** already had a bivalent Pfizer vaccine for the 3rd dose of **Pfizer vaccine primary series are not eligible for a booster dose at this time.** Eligible individuals should get the updated booster if it has been at least 2 months since their last dose (either final primary series dose or last booster dose). The updated boosters help protect against multiple variants of the COVID-19 virus.

For details on which vaccines are due and when, visit [ph.lacounty.gov/covidvaccineschedules](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/schedules/).

**It is also recommended that everyone 6 months of age and older get a seasonal flu vaccine**. This can be given at the same time as other vaccines, including COVID-19 or at a different time.

Children, parents, staff, and community members may attend the following COVID vaccination clinics:

**[Insert Date and Time of clinic event(s) or on-going schedule]**

The vaccine clinic location will be at **[specific site, name, street address]**

**Consent:** Parents/guardians will need to provide consent for their child’s vaccination.

**Registration:** Registration is appreciated but not required, and walk-ins will be accepted.

**[Insert the registration link]**

For more information about COVID-19 vaccination you can review the [Frequently Asked Questions](http://www.publichealth.lacounty.gov/media/Coronavirus/vaccine/faqs.htm) and the [Vaccine Facts for Parents](http://www.publichealth.lacounty.gov/media/Coronavirus/docs/vaccine/VaccineFacts_Parents.pdf).

Sincerely,

***[Insert signature name/signature of Principal, Director, or other administrator]***