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

Dear **[Parent/Guardian],**

[Insert name of school or district] is pleased to announce that we are hosting vaccine clinics at [insert site name/location] on [insert clinic dates and times]. Children 6 months and older are eligible for the COVID-19 vaccine.

For the best protection against COVID-19, the CDC recommends that **everyone ages 12 years and older get an updated (bivalent) booster dose**. This is regardless of how many boosters or which type of vaccine(s) they got in the past. The CDC also recommends children ages 5 through 11 years who received a primary series of Pfizer vaccine get a booster dose of the original Pfizer vaccine. For details on which vaccines are due and when, visit [ph.lacounty.gov/covidvaccineschedules.](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/schedules)

The vaccine clinic is open to anyone in the community. We have partnered with [Insert vaccine provider] to make the process of getting your child and your family vaccinated easy, comfortable, and convenient.

COVID-19 vaccines are safe and are the best way to prevent people from getting very sick from COVID-19. 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:

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 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 remains the most effective tool we have to prevent severe illness from COVID-19. We are pleased to share that we have partnered with **[Insert vaccine provider]** to provide convenient access to the 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 that **everyone ages 12 years and older get an updated (bivalent) booster dose**. This is regardless of how many boosters or which type of vaccine(s) they got in the past. The CDC also recommends children ages 5 through 11 years who received a primary series of Pfizer vaccine get a booster dose of the original Pfizer vaccine. For details on which vaccines are due and when, visit [ph.lacounty.gov/covidvaccineschedules.](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/schedules)

Children, parents, staff and the community 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 or other administrator]***