**ARCHIVED DOCUMENT**

(COVID-19)

The following document is for historical purposes and is no longer being updated. Please go to the [COVID-19](https://www.cdc.gov/vaccines/covid-19/index.html) [Vaccination Clinical & Professional](https://www.cdc.gov/vaccines/covid-19/index.html) [Resources](https://www.cdc.gov/vaccines/covid-19/index.html) for more recent information.

U.S. Department of

Health and Human Services Centers for Disease Control and Prevention

# Sample Email or Letter on COVID-19 Vaccination

## For Sending to Your Patients

Dear [INSERT PATIENT NAME],

I hope this [email/letter] finds you and your loved ones staying safe and healthy.

The COVID-19 pandemic has caused tremendous disruption in each of our lives. As your primary care provider, I care deeply about your health and well-being. That’s why I encourage you to get a COVID-19 vaccine as soon as possible if you haven’t already. Getting vaccinated can bring you one step closer to enjoying the activities you miss. It is one of the most important things you can do to help protect yourself and your loved ones from this disease. Everyone 12 years of age and older is now eligible to get a COVID-19 vaccination.

Do you have questions or concerns about vaccination? I want to answer them as best I can and help you make an informed decision. You can call my office at **(###)** ###-####.

Here are some of my answers to questions I’ve heard most often from patients:

* **Why should I get vaccinated?** COVID-19 can cause serious illness or even death. There’s no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to family, friends, and others around you. COVID-19 vaccination is an important tool to help us stop the pandemic and get back to normal.
* **Are COVID-19 vaccines effective at preventing the disease?** All COVID-19 vaccines available in the United States are effective at preventing the disease. Getting a COVID-19 vaccine will also help keep you from getting seriously ill even if you do get COVID-19.
* **Are the COVID-19 vaccines safe?** COVID-19 vaccines are safe. Over 100 million people in the United States are fully vaccinated. COVID-19 vaccines have undergone the most intensive safety monitoring in U.S. history, and scientists are continuing to monitor their safety.
* **Will the shot make me sick? Will I have side effects?** You may have side effects after vaccination, but these are normal signs that your body is building protection. The most common side effects are pain, redness, and swelling in the arm where you got the shot, tiredness, headache, muscle pain, chills, fever, and nausea. If you have these side effects, they should go away within a few days. Serious safety problems are rare. But if you are concerned about them, I’d be happy to talk to you.

There are many places where you can get vaccinated, and it’s 100% free. You can

* Contact our office to schedule a vaccination appointment. [PROVIDER: Remove this bullet if you do not offer vaccination and consider indicating that in the letter.]
* Visit [vaccines.gov](http://vaccines.gov) or [www.vacunas.gov](http://www.vacunas.gov) to find vaccines near you.
* Text your zip code to 438829 (GETVAX) or 822862 (VACUNA), or call 1-800-232-0233 to find vaccine locations.
* Call your local pharmacy or visit your local health department website.

I’m here to answer your questions, and I look forward to hearing from you.

Sincerely,

[INSERT NAME & CONTACT INFORMATION]