[Place on Facility Letterhead]

Dear [NAME],

We are extremely grateful for your extraordinary commitment to caring for our residents during the COVID-19 pandemic. Now that we have some good news to share about the Pfizer BioNTech COVID-19 vaccine, it is important that you have all the information you need to make the best decision regarding receiving the vaccine for you and your loved ones.

We will begin administering the vaccine to staff [Insert details on vaccine clinic – date, time, location]. Please read the attached (or linked) Emergency Use Authorization (EUA) Fact Sheet and feel free to ask any questions before deciding to provide consent for the pharmacy to administer the vaccine. Receiving the vaccine will come at no cost.

**We strongly encourage you to receive the COVID-19 vaccine, not just for your own safety, but also for the safety of your family and residents.** The vaccine has been shown to provide a great deal of protection against serious illness due to COVID-19.

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

The vaccine requires two doses. The second dose will be delivered approximately 21 to 28 days after the first dose. Some people who get a COVID-19 vaccine will experience side effects, particularly after a second dose and the side effects of the vaccine appear to be minor and temporary. **These side effects are actually common with all vaccines: they are a sign that a vaccine is working and triggering an immune response.**

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 staff and residents.

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 can also visit [www.cdc.gov/coronavirus/2019-ncov/vaccines](http://www.cdc.gov/coronavirus/2019-ncov/vaccines) to learn more about the vaccine.

Thank you for all that you have done to provide exceptional care to our residents over these very difficult months.

Best,

[From Administrator, DNS or Medical Director]