**Template Letter for Families**

***Feel free to customize this template with your nursing home’s specific details and contact information.***

[LONG TERM CARE FACILITY LOGO/LETTERHEAD]

[DATE]

Dear [NAME],

We are thankful to you for entrusting the care of your loved one to us at [NAME].

[FACILITY NAME] is preparing for the fall, which typically sees an increase in common respiratory viruses, including COVID-19, influenza (flu) and Respiratory Syncytial Virus (RSV), These viruses can have a severe impact on our residents, as seniors and those with underlying conditions are at higher risk. This is why we believe that the health and well-being of your loved one can be better safeguarded through vaccinations.

Vaccinations have been proven to be safe and significantly reduce the risk of serious illness, hospitalizations and even death, especially for individuals who are 65 or older or immunocompromised. They also contribute to a healthier community for everyone.

To help protect our residents, we are encouraging as many residents and family members as possible to get their annual fall vaccinations. We recommend that individuals receive them all at once, but if you would prefer to space them apart, please talk to [STAFF MEMBER]. This comprehensive approach saves time and ensures the highest level of protection against these commonly spread viruses. We encourage you to make this choice for yourself and your loved ones.

If you have any questions or concerns about the COVID-19, flu, and RSV vaccines, please do not hesitate to reach out to our team. We are here to provide information, address your concerns, and ensure that you have all the necessary details to make an informed decision.

Your family member’s health and safety are of paramount importance to us, and we believe that getting vaccinated against COVID-19, the flu and RSV is a vital step in providing them with the best possible protection. Together, we can create a safer and healthier environment for all residents and staff at [NAME].

Thank you for entrusting us with the care of your loved one. We look forward to your continued partnership in keeping our community safe.

Warm regards.

[Your name]

[Your title]

[Contact information]