**Template Letter for Residents**

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

[LONG TERM CARE FACILITY LOGO/LETTERHEAD]

[DATE]

Dear [NAME],

As we approach the cold and flu season, we want to emphasize the importance of maintaining your health by getting your annual fall vaccinations. Your well-being, along with that of your fellow residents and our dedicated staff, remains our top priority.

Annual vaccinations are a critical step in protecting yourself and your loved ones from seasonal respiratory illnesses. This year, we are offering a convenient opportunity for you to receive three safe and effective vaccines against **Influenza (flu), COVID-19, and Respiratory syncytial virus (RSV).** We recommend that you receive them all at once, but if you would prefer to space them apart, please talk to [STAFF MEMBER]. This comprehensive approach saves you time and ensures you have the highest level of protection against these commonly spread viruses.

Here are a few key reasons why getting vaccinated is so important:

1. **Strong Protection**: By receiving your COVID-19, flu, and RSV vaccines together, you fortify your immune system and lower the risk of becoming severely ill or hospitalized should you contract any one of these three viruses.
2. **Peace of Mind**. Vaccinations provide peace of mind, knowing that you have taken proactive steps to safeguard your health.
3. **Continued Engagement**. Staying healthy allows you to continue enjoying social activities, interactions, and experiences within our community.
4. **Community Responsibility**. Your decision to get vaccinated not only protects yourself but also contributes to a safer environment for everyone living, working, and visiting [FACILITY NAME].

Doctors and medical experts agree that these vaccines are safe, and getting vaccinated this fall is recommended, especially if you are 65 or older or immunocompromised. Our team is available to address any questions or concerns you may have about these vaccines. We are committed to providing you with accurate information so you can make informed choices for your well-being.

To streamline the vaccination process, we have arranged for [ADD HERE VACCINATION CLINICS/OPPORTUNTIES AND OR WHEN VACCINATIONS WILL BE AVAILBLE.] Our staff will be available to assist you and ensure a smooth experience.

Pease remember, by getting vaccinated, you are taking a proactive step towards maintaining your health and ensuring a safe and vibrant community for all residents.

We encourage you to make this choice for yourself and your loved ones.

Thank you for being a valued member of our family. We look forward to your continued health and happiness.

Warm regards.

[Your name]

[Your title]

[Contact information]

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