**Facility-Hosted Vaccine Clinic Toolkit - Letter from Nursing Home Administrators**

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Dear families and friends,

**[Insert Nursing Home Name]** considers the health and well-being of our residents, staff members, and community members a priority. With that in mind, we are partnering with **[name of clinic provider]** to host a vaccination clinic for eligible adults **[insert age groups that will be vaccinated during the clinic]**. Eligible individuals will be able to obtain the following vaccines at the clinic:

* **[Insert list of vaccines to be offered]**

On the following dates and times:

* **[Insert list of times & dates]**

**Registration:** You may register by **[insert registration information]. [If no registration: Vaccinations will be given on a first come first serve basis.] There will be no cost to you for this vaccine, although your health plan may be billed.**

**Please bring your insurance card and your vaccine card [if applicable] with you on the day of your appointment.**

**Questions:** If you have questions or concerns about vaccines or what you are eligible for you may call us at **[insert phone number]**, or **[join us for a family/resident council meeting]**, or visit **[QIO resource library link]**.

Sincerely,

**[Insert nursing home administrator name and title]**

**(Insert nursing home name and address)**