*Community Leader—please customize the letter below for your community.*

Dear [MEMBER],

Across the country, the COVID-19 pandemic is having devastating effects. Here at {INSERT YOUR ORGANIZATION NAME}, we have felt the pain and loss in our own community. We’ve supported families who have been affected and mourned those we have lost.

While the pandemic has kept us apart, there is new hope—vaccines are here. They will help us move closer to ending the pandemic.

We want everyone in our community to be safe and get back to hugging our families and friends and shaking hands with our neighbors. Getting the COVID-19 vaccine adds one more layer of protection for you, your family, and your loved ones. Here are some key points about the COVID-19 vaccine:

* All COVID-19 vaccines currently available in the United States are very effective at preventing the disease.
* The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
* Stopping a pandemic requires using all the tools we have available—wearing masks, staying at least 6 feet apart from people who don’t live with you, avoiding crowds and poorly ventilated spaces, washing your hands frequently, and **getting vaccinated**.

We all play a part in this effort, and you are key. Please sign up to get your COVID-19 vaccination at {INSERT INFORMATION ABOUT WHERE TO GET VACCINATED}.

If you have questions about vaccination clinics in {INSERT COMMUNITY CLINIC INFORMATION}, please contact {INSERT NAME AND CONTACT INFORMATION}.

If you want to know more about COVID-19 vaccines, visit [www.cdc.gov/coronavirus/2019-ncov/vaccines](http://www.cdc.gov/coronavirus/2019-ncov/vaccines)

Sincerely,

{INSERT SIGNATURE OF ORGANIZATION LEADER}