

[Date]

Dear [Recipient Name/Community Members/Employees],

Subject: Announcement of Seasonal Influenza Vaccination Clinic

As the flu season approaches, we are committed to keeping our community healthy. We are pleased to announce that we will be hosting a seasonal influenza vaccination clinic on the following date(s):

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Specific Room/Address]

**Who is eligible:** [Insert eligibility, e.g., All employees, students, or residents over age 6 months].

**What to bring:** Please bring your [Insert requirements, e.g., insurance card, employee ID, or a signed consent form].

**Appointment Information:** [Insert instructions, e.g., Walk-ins are welcome / Please schedule your appointment at the following link: URL].

Vaccination is the most effective way to protect yourself and those around you from the flu. We encourage everyone to participate in this clinic to help maintain a healthy environment for all.

If you have any questions regarding the vaccine or the clinic, please contact [Contact Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]