

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Schedule Your Annual Flu Vaccination

Dear [Recipient Name],

With the upcoming flu season approaching, [Clinic/Organization Name] is writing to encourage you to schedule your annual influenza vaccination early. Getting vaccinated before the flu begins to spread in our community is the most effective way to protect yourself and your family.

The flu vaccine is recommended for everyone ages 6 months and older. Early vaccination ensures that your body has enough time to build immunity before the peak of the season.

**Appointment Details:**

- **Location:** [Insert Address/Clinic Name]
- **Dates Available:** [Insert Dates]
- **Hours:** [Insert Hours]

**How to Schedule:**

- Online: [Insert Website Link]
- Phone: [Insert Phone Number]
- Patient Portal: [Insert Portal Instructions]

Please bring your insurance card and a valid ID to your appointment. In most cases, the flu vaccine is covered at no cost through your insurance provider.

If you have already received your flu shot for this season, please disregard this notice. Thank you for taking this important step toward staying healthy.

Sincerely,

[Sender Name/Signature]

[Title]

[Clinic/Organization Name]