**

Purpose:** This letter can be used to encourage staff members, students and their families to take the flu vaccine this fall. Ideally, it will also provide information about a district-sponsored flu clinic for students and staff.

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Good evening. This is [Name], [Title], and this message is for [District] staff members and parents. We want to thank you for your cooperation this school year as we work together to reduce the spread of COVID-19. Now it is time to team up to fight the flu, too. As you likely know, there has never been a more important time to get a flu shot for yourself and members of your family. [Insert information about the district’s flu shot clinic or about resources for flu shots in your community. Please remember to include the county health department or their personal physician as options.] By taking this important step, you will not only help protect yourself, you will also help our healthcare workers focus on the fight against COVID-19. You can find more information about flu vaccine opportunities by visiting our website at [web address] or by visiting vaccinefinder.org.