**Template Letter:**

**COVID-19 vaccine available for children 5-11  
  
Purpose:** This letter can be customized by your district to promote availability of the COVID-19 vaccine for children ages 5-11.

Dear [School] Parents:

Federal health officials recently approved the Pfizer COVID-19 vaccine for children ages 5-11. Research has confirmed the vaccine helps reduce the risk of infection, as well as the severity of symptoms when a break-through case occurs.

**Receiving the vaccine is voluntary**. To learn more and to determine if it is a good fit for your child, we encourage you to talk with a family physician or the team at the [County] Health Department. They can be reached at [phone number].

The CDC recommends children ages 5-11 receive two doses of the vaccine approximately 21 days apart. (Each dose administered to children is less than the doses given to adults and teen.) For those who would like to have their child vaccinated, we want to make it as easy and convenient as possible.

Our district has partnered with [agency, business or department] to offer an onsite immunization clinic, which will be [date] from [time] in the [location]. Parent permission is required. [Insert sentence here about parents being present or completing paperwork in advance.]

A second clinic will be hosted in the coming weeks to allow participants to receive their second dose. The vaccine can also be accessed in our community by visiting the following providers: [list of agencies, businesses and healthcare providers].

The health and safety of your child is our greatest priority. If you have any questions about the vaccine clinic, please contact [Name], [Title] at [phone].

Sincerely,  
[Name]

Superintendent