**SAMPLE LETTER FROM HOSPITALS TO THE COMMUNITY – COVID-19 VACCINE**

Dear [NAME, COMMUNITY]:

As COVID-19 cases continue to impact our hospital, we are seeing hope in the first round of vaccines being administered throughout Missouri.

We are proud to share that our [HOSPITAL/HEALTH SYSTEM] team has provided more than [NUMBER] vaccinations to our front-line health care workers who are among the first group eligible to receive the vaccines, in accordance with Centers for Disease Control and Prevention guidelines.

As our vaccine supply increases throughout the coming weeks and months, we will expand our vaccine operations to the community, as guided by the CDC and the Missouri Department of Health and Senior Services. We will share a defined timeline as more information becomes available.

It will take time to vaccinate all members of our community. In the meantime, please continue to follow all safety precautions – wear a mask, practice physical distancing and hand hygiene.

We will keep you informed and updated as we learn more and prepare for each phase of vaccinations. There are many moving parts related to the supply and administration of the vaccine, so thank you for your patience and understanding as we strive to take care of our community.

Please share this message with your friends, family and others in the community who have questions or concerns about the vaccine. Up-to-date resources and information also are available for individuals on the state’s vaccine website [MoStopsCOVID.com](https://covidvaccine.mo.gov/vaccinators/).

Please continue to send well wishes to our front-line caregivers as they take care of patients and families.

Sincerely,

[Hospital/Health System or CEO]