**E-mail Template: Initial Vaccination Clinic Announcement**

Subject: Vaccination Clinic Dates at Company Address

Department/Division Name is sponsoring vaccination clinics for Company Name, building tenants and their families. The clinic is part of Company Name’s proactive approach to preventing vaccine preventable diseases and is consistent with our wellness and business continuity planning efforts.

The Year vaccine addresses the vaccine strains expected to be the most common during the upcoming flu season. The virus strains expected to circulate in the upcoming flu season include:

* A/California/7/2009 (H1N1)-like virus (needs updated annually based on CDC.gov)
* A/Victoria/361/2011 (H3N2)-like virus
* B/Wisconsin/1/2010-like virus

Vaccines at Company Name are available to person 18 and older, and pregnant women and nursing mothers are not eligible.

Participants will complete consent forms upon arrival at the appointment, and insurance receipts will be available. Reimbursement by your healthcare insurance for all or a partial amount of the vaccine cost is not guaranteed. Contact your healthcare insurance to discuss and determine eligibility according to your current benefit plan.

The vaccines will be administered by Vendor’s Name.

Address of clinic

Day of Week, Month, Date – Times

Cost is $, cash or check, payable to vendor’s name.

Schedule appointments by contacting internal company contact name, email address and telephone number.

Appointments are encouraged, but walk-ins will be accepted.