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[Print on Co...ert Address]

<<Name>>  
<<Title>>  
<<Company Name>>  
<<Company Address>>  
<<Company Address>>  
<<Postcode>>

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<<Date>>

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Dear <<Insert Title & Name>>

**Coronavirus (COVID-19) vacci**

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As I am sure you will be aware, our coronavirus vaccination programme is now underway.

al coronavirus vaccination

Although it is your choice as to whether you take the COVID-19 vaccine, we encourage you to take the opportunity when you are offered it. The COVID-19 vaccines cannot give you COVID-19. The side effects will reduce your chance of becoming seriously ill from coronavirus. If you are concerned about the coronavirus vaccination, we encourage you to make an informed decision by reading about the vaccine programme via official sources. The NHS information page is given below:

the COVID-19 vaccination, we encourage you to take the opportunity when you are offered it. The COVID-19 vaccines cannot give you COVID-19. The side effects will reduce your chance of becoming seriously ill from coronavirus. If you are concerned about the coronavirus vaccination, we encourage you to make an informed decision by reading about the vaccine programme via official sources. The NHS information page is given below:

<https://www.nhs.uk/conditions/coronavirus-vaccination/coronavirus-vaccine>

navirus-

This information page gives information on the effectiveness and potential side effects of the coronavirus vaccine.

ectiveness and potential side

Vaccinations are offered free of charge. You will be contacted when it is your turn to have the vaccine. If you are not registered with a GP surgery, we suggest that you register with a GP surgery.

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[www.nhs.uk/nhs-services/gps/how-to-register-for-a-gp-surgery/](http://www.nhs.uk/nhs-services/gps/how-to-register-for-a-gp-surgery/)

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You are entitled to take [paid] O  
19 vaccination appointments. Yo  
manager in order to attend a CC

and COVID-  
authorisation from your line  
ointment.

If you have any questions or con  
manager>>.

state job title e.g. HR

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Compan

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