***[Community Leader—please customize the letter below for your community. Add this text to your organization’s letterhead.]***

Dear [MEMBER],

Across the country, the COVID-19 pandemic is having devastating effects. Here at [INSERT YOUR ORGANIZATION NAME], we have felt the pain and loss in our own community. We’ve supported families who have been affected and mourned those we have lost.

While the pandemic has kept us apart, there is new hope—vaccines are here. They will help us move closer to ending the pandemic.

We want everyone in our community to be safe and get back to hugging our families and friends and shaking hands with our neighbors. Getting the COVID-19 vaccine adds one more layer of protection for you, your family, and your loved ones. Here are some key points about the COVID-19 vaccine:

* COVID-19 vaccines are safe and effective.
* The most common side effects are pain in the arm where you got the shot, feeling tired, headache, body aches, chills, and fever.
* Stopping a pandemic requires using all the tools we have available—wear a mask, practice social/physical distancing, avoid crowds and poorly ventilated spaces, wash your hands frequently, and **get vaccinated**.

Learn more about COVID-19 vaccines by visiting <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>.

We all play a part in this effort, and you are key. You can sign up to get your COVID-19 vaccination at <https://covidvaccine.nj.gov>.

If you have questions about vaccination clinics or the registration process, please contact the NJ Vaccine Call Center at 1-855-568-0545 or visit <https://covid19.nj.gov/faqs/nj-information/slowing-the-spread/where-how-and-when-can-i-get-vaccinated>.

If you want to know more about COVID-19 vaccines visit [www.state.nj.us/health/cd/topics/covid2019\_vaccination.shtml](http://www.state.nj.us/health/cd/topics/covid2019_vaccination.shtml) and <https://covid19.nj.gov/pages/vaccine>.

Sincerely,

[INSERT SIGNATURE OF ORGANIZATION LEADER]

 12/2021