

# CORONAVIRUS DISEASE 2019 (COVID-19)

## Vaccine Second Dose Reminder



**Audience:** Marketing and Communications Colleagues

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**COVID-19 Response Team Owner:** Clinical and Operations

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**Guidelines:** Use this copy for the reminder email to patients to schedule the appointment for their second dose of the COVID-19 vaccine.

Dear <name>,

The COVID-19 vaccine you received requires a second dose. You are due for your second dose on <date>. You can schedule your appointment online at <url>.

The vaccine is believed to be more effective when you receive both doses. Please complete your COVID-19 vaccine series.

**What to bring to your appointment:**

COVID-19 Vaccination Record Card

Photo ID

Insurance Card\*

We look forward to seeing you soon!

Sincerely,

<health system or doctor>

\*COVID-19 vaccinations are provided free of charge, but your insurance will be billed for administration of the shot.