Dear **[insert patient’s name]**

I am contacting you because your health records show that you are at particular risk from the flu virus.

We now have this year’s flu vaccine ready at the surgery for everybody who is eligible.

I would be grateful if you could call the surgery on **[insert surgery phone number]** so we can arrange a convenient time for you to come in and receive your free vaccination. **[insert details of particular flu clinics if appropriate]**

Flu can be more serious than you think. It’s highly infectious and can lead to serious complications like pneumonia and hospitalisations. The vaccine offers the safest and best defence against flu. It’s free and only takes a few minutes.

The flu virus changes every year. If you had the flu jab last year, you still need to have this year’s vaccine to be protected.

I hope you will take this opportunity to help protect your health before winter arrives, and look forward to seeing you at the surgery soon.

Yours sincerely,

**[insert Doctor’s name]**

My appointment date:

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