[Insert Date]

To whom it may concern

I can confirm that [Insert First name Surname ] is employed by [Insert Care Providers Name] a registered [DELETE AS APPROPRIATE residential care home / nursing home/domiciliary care provider] and therefore falls into one of the eligible groups to receive a free flu vaccination from [his/her] registered GP practice or community pharmacy.

The flu vaccine is recommended and free for all frontline health and social care workers in England and offers the best and safest protection against flu. Therefor I’d be grateful if you would offer [insert first name] your earliest appointment for a flu vaccination.

Yours sincerely

[Insert Name]

[Insert Title]