(Month) (Day) (Year)

The Honorable (First name) (Last name)

(Room Number), County

(CITY), PA (Zip Code)

Dear (Title Last name),

I am (insert name) of the (local coalition county/counties) Immunization Coalition. The local coalition’s mission is to (Include Mission Statement here). We are affiliated with the statewide PA Immunization Coalition (PAIC). Together we promote safe, accessible immunization and provide science-based resources throughout the Commonwealth. Our local coalition has had numerous successes including [list things e.g., collaboration with the Iron Pigs to have an annual Immunization Night at the baseball park, annual dinner event with nationally recognized speakers, etc.]

One of our main goals is educating our county/counties through (insert resources here), webinars, symposiums, lectures, and workshops. Residents also have access to numerous resources on our website (insert url) and PAIC’s website www.immunizepa.org.

The PA Immunization Coalition sends you a monthly newsletter so hopefully you are aware of this resource. We invite you check out the PAIC website, www.immunizepa.org, which includes a link to our local coalition events to help stay up to date with our latest actions. Our coalition would appreciate working with your office to share helpful immunization information and sites offering free and low-cost immunization in our area.

Enclosed, please find vaccine literature which we hope you will find of interest. We would like to schedule an in-person meeting to continue this conversation and will be contacting your office to see when this can be arranged. We hope our coalition and your office can work together to promote child, family, and community health.

Sincerely,

(Insert name, coalition, and signature)

Street address

City, State, Zip code