

Sample E-Mail Memo from Company Executive to their Employees

If you want to customize your message and include additional information, you can [visit Ventegra's Seasonal Flu Resource Center](#). Your members may use the link as well.

SUBJECT: Important Message – Time to vaccinate against the flu!

MESSAGE:

Dear Team Member,

As we rapidly approach the annual cold and flu season getting your flu vaccine has never been more critical. We strongly encourage you to locate an in-network pharmacy and schedule your flu vaccination, included at no cost to you as part of your pharmacy benefit.

The reason? COVID-19.

Both the flu and COVID-19 are respiratory viruses. Depending on their severity, they can lead to hospitalization and the use of similar treatment interventions. Having a surge in flu illness, coupled with COVID-19, has the serious potential to overwhelm our U.S. health care system, similar or far worse than what we have experienced to-date with COVID-19 cases alone. In addition, the symptoms of the flu and COVID-19 are similar, and so by preventing the flu, you may be able to forestall or eliminate the concern of potentially contracting COVID-19.

The good news?

Flu vaccinations are available to you through your pharmacy benefit at NO COST to you. We encourage you to check with your local pharmacy to see if they are offering flu vaccinations or [click here](#) to locate a pharmacy near you. Then, once you have located a pharmacy, please be sure to verify that the pharmacy is part of your pharmacy network plan.

Again, we encourage you to get your flu vaccination and this year to protect you, your loved ones, and your colleagues. Together, with your help, we will get through this pandemic and be stronger as a result.

Thank you,

Name, Title