**OFFICIAL: SENSITIVE**

**Template letter for PCNs/Trusts to send to people already booked in to have their 2nd coronavirus vaccine after Monday 4 January 2021**

Dear [NAME]

**Rescheduling your second coronavirus (COVID-19) vaccine appointment**

Due to new advice from the UK Chief Medical Officers, we are writing to inform you that we need to reschedule your second coronavirus vaccination appointment. The new medical advice is that the second dose of the vaccine remains effective when given up to 12 weeks after the first dose, and should be given towards the end of this 12 week period.

While you will need two doses of the vaccine to get the best long-term protection from the virus, you will still have significant protection at 22 days after you received the first dose. The new guidance will also help ensure that as many people as possible benefit from the first dose of the vaccine as soon as possible. Please be reassured that there are no safety concerns in the new guidance, and it will not impact on how effective the vaccination is in protecting you from Covid-19 once the course is complete.

**You do not need to call us. We will call you to reschedule your second vaccine appointment.**

It is important to note that even when you have received your vaccine, you must follow government guidance on social distancing and wearing a mask, as well as the additional measures in place in your area.

We apologise for any inconvenience, and look forward to seeing you for your second vaccine dose at the right time.

For more information on the vaccine, please visit [www.nhs.uk/covid-vaccination](http://www.nhs.uk/covid-vaccination)

Yours sincerely,

[Signatory]

**Data Protection statement**

**Key messages for phone calls**

* We are calling to reschedule your second coronavirus vaccination appointment. We would like to apologise for any inconvenience.
* This is because of new advice from the UK Chief Medical Officers. The new medical advice is that the second dose of the vaccine remains effective when given up to 12 weeks after the first dose, and should be given towards the end of this 12 week period.
* 2 doses of the vaccine are still needed to get the best protection from the virus, but significant protection is still provided at twenty two days after the first dose. New guidance will therefore help ensure that as many people as possible benefit from the first dose of the vaccine as soon as possible.
* There are no safety concerns in the new guidance where people have already had their second dose of the vaccine earlier than 12 weeks after their first dose.
* For more information on the vaccine, please visit [www.nhs.uk/covid-vaccination](http://www.nhs.uk/covid-vaccination)

**Template copy for text message**

Due to new national guidance, we will need to reschedule your second Covid-19 vaccine appointment to a later date. Please call us on XXXX XXXXX to rebook your appointment. We apologise for any inconvenience.