

**Tool E: Sample Introductory Letter or Email**

Dear [State Pharmacy Association Contact or Other State-level Community Pharmacy Contact],

In the world of emergency preparedness and planning, we often remind ourselves of this basic truth: *“You don’t want to be exchanging business cards in the middle of a disaster.”*

Since the 2009 H1N1 influenza pandemic, public health agencies have been working to strengthen relationships with community partners, such as pharmacies, in order to establish coordinated pandemic vaccination planning and response efforts. Coordination between state health departments and pharmacies is essential to expanding public access to influenza pandemic vaccination during the next influenza pandemic and to ensuring that pharmacies have early, timely, and ongoing access to the vaccine supply.

A number of public health and pharmacy organizations[[1]](#footnote-1) have partnered together to develop a generic memorandum of understanding (MOU) that can be adapted to meet specific needs during an influenza pandemic. The purpose of the MOU is to establish roles and responsibilities for pandemic vaccination planning and response between state health agencies and pharmacies regarding provider enrollment and training, vaccine allocation and distribution, and more. The MOU also serves as an opportunity to strengthen partnerships between public health and community pharmacies, which will benefit both sets of organizations and the communities served.

My colleagues and I would like to set up a time to discuss *[insert pharmacy organization]’s* interest in establishing an MOU between *[insert state health department]* and *[insert pharmacy organization]* for pandemic vaccination planning and response. Attached, please find the draft MOU, as well as other relevant materials.

Please respond at your earliest convenience with your availability to discuss this further, and do not hesitate to reach out with questions or for additional information in the meantime.

Thank you in advance for your consideration on this important matter.

Sincerely,

1. These organizations include the American Pharmacists Association (APhA), National Association of Chain Drug Stores (NACDS), National Alliance of State Pharmacy Associations (NASPA), Association of State and Territorial Health Officials (ASTHO), and Centers for Disease Control and Prevention (CDC). [↑](#footnote-ref-1)