August 10, 2021

Peter Fine CEO [CEO of your org]

& Senior HR Representative

Banner Health [name of your org]

2929 N. Central Ave [corporate address of your org]

7th Floor HR Shared Services #730

Phoenix, AZ 85012

Dear Mr. Fine, [name of CEO here]

 I am writing in response to your announcement on [add date] mandating the COVID-19 vaccine for all [add your organization] employees by November 1st, 2021 [make sure the mandate date is correct for your org].

 I am requesting you to review the enclosed documents, provide the requisite information, and sign the form, in regard to your requirement that employees get a COVID-19 emergency use authorization (EUA) investigational vaccine.

Thank you. I will expect your response no later than [add response date here].

Sincerely,

[Sign your name and add credentials]