 [GP Surgery] T [000 000 0000]

 [First address line] F [000 000 0000]

 [Second address line]

 [Town/City]

 [County postcode]

 [Date]

Dear [Name of young person],

**Help protect yourself from meningitis and septicaemia**

We are writing to remind you about the free MenACWY vaccine. This vaccine helps protect against some meningococcal disease which can cause meningitis (inflammation of the brain) and septicaemia (blood poisoning). These can kill in hours and those who recover may be left severely disabled.

**To receive this free MenACWY vaccine please (delete as appropriate):**

**-Call into the surgery on [date] at [time]**

**-Phone us as soon as possible on [phone number] to arrange an appointment**

There has been a large increase in group W meningococcal (MenW) disease, which has led to several deaths in teenagers. Older teenagers and young adults less than 25 years old who are not vaccinated are at greater risk of getting MenW disease.

For more detail on the signs and symptoms of meningococcal disease:

* visit [www.menacwy.co.uk/](https://www.menacwy.co.uk/) #MenACWY 
* contact NHS Direct Wales on 0845 46 47 or visit <http://www.nhsdirect.wales.nhs.uk/livewell/vaccinations/ACWY/>

If you wish to discuss the MenACWY vaccine further please contact the surgery to make an appointment with your GP or practice nurse.

If you decide not to have the vaccination or have already received it, please let us know so we can update your medical records.

Yours sincerely,

[GP name] Suggest GP signs letter

[Position/title]