

[Pharmacy Name]

[Pharmacy Address]

Dear Store Manager,

Women's health organizations recently helped collect data on the availability of emergency contraception (EC) at local pharmacies, as part of a nationwide survey created by the American Society for Emergency Contraception. While conducting the survey at your pharmacy, one or more of your employees provided incorrect information about the availability of EC for minors without a prescription.

One-pill emergency contraception used to require a prescription for purchase up to age 17, but the U.S. Food and Drug Administration has lifted these restrictions as of mid-2014. Now anyone can purchase one-pill levonorgestrel emergency contraception products regardless of age or gender. These products do not need to be kept behind the pharmacy counter, as they are over-the-counter drugs.

We visited your pharmacy location on _____ at _____ AM/PM and spoke with a pharmacy staff member who told us that one must be ____ years old to purchase EC. It's important that all of your employees provide customers with accurate information about the availability of EC, both to comply with FDA regulations and to make sure that young people can access EC as quickly as possible.

We recommend that you train existing and new employees on the current FDA regulations governing EC, to make sure they are aware that one-pill emergency contraception has no gender or age restrictions, and can be purchased over the counter. We have enclosed a pamphlet with the correct information, which can be displayed in the pharmacy as a quick reference guide for staff.

If you have any questions, feel free to contact me at [insert contact information].

Best,

[Your signature]