

Healthcare Plan Renewal Instructions

Dear [Employee/Subscriber's Name],

We hope this message finds you well. As we approach the renewal period for our healthcare plan, we would like to provide you with important instructions regarding the upcoming changes and steps to ensure your coverage continues seamlessly.

Renewal Information

Your current healthcare plan will be up for renewal on [Renewal Date]. Please review the following details:

- **Current Plan:** [Current Plan Name]
- **Renewal Deadline:** [Deadline Date]
- **New Plan Options:** [Brief description of new plans available]

Action Steps

Please complete the following steps by the deadline:

1. Review the new plan options enclosed.
2. Decide whether to renew your current plan or select a new option.
3. Complete the renewal form [link or attachment].
4. Submit the renewal form to [Submission Method] by [Deadline].

Contact Information

If you have any questions or need assistance, please don't hesitate to reach out to our HR department at [HR Email] or [HR Phone Number].

Thank you for your attention to this important matter. We appreciate your continued commitment to your health and well-being.

Sincerely,
[Your Company Name]