

Notification of Medication Reimbursement Policy Update

Dear [Employee/Member Name],

We are writing to inform you of an important update to our medication reimbursement policy that will take effect on [Effective Date].

The following changes have been made:

- Increased reimbursement rates for certain high-cost medications.
- Introduction of a quarterly review process for medication eligibility.
- Updated documentation requirements for reimbursements.

Please review the updated policy attached to this notification and feel free to reach out to our HR department at [Contact Information] if you have any questions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]