

Notification of Healthcare Benefit Changes

Dear [Director's Name],

We are writing to inform you of upcoming changes to the healthcare benefits offered to our board directors, effective [Effective Date].

After a comprehensive review, we have made adjustments to our healthcare plan that will impact benefits including [list any specific benefits affected, e.g., premiums, coverage options, etc.].

Summary of Changes:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

We believe these changes will enhance the overall experience and value of our healthcare plan, while also aligning with our organizational objectives.

If you have any questions or need further clarification, please feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your understanding and continued commitment to our organization.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]