

# Dear [Employee/Member Name],

We are excited to announce the rollout of our new dental insurance policy, effective [Start Date]. This policy aims to provide you with comprehensive coverage that supports your oral health and well-being.

Key features of the dental insurance policy include:

- Preventive care coverage: Routine check-ups, cleanings, and x-rays.
- Basic restorative procedures: Fillings and extractions.
- Major dental services: Crowns, bridges, and dentures.
- Orthodontic coverage for adults and children.

To access your benefits and learn more about the coverage details, please log in to our member portal at [Website URL]. You can also find FAQs and a printable version of the policy documents there.

If you have any questions or require further assistance, please contact our HR department at [HR Contact Email/Phone Number].

Thank you for your continued commitment to our community.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]