

Healthcare Policy Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Important Update on Healthcare Policy Changes

Dear [Recipient's Name],

We are reaching out to notify you of upcoming changes to our healthcare policy that will take effect on [Effective Date]. These changes are designed to improve the quality of care and enhance the overall patient experience.

Summary of Changes:

- **Enhanced Coverage:** [Details about coverage improvements]
- **New Eligibility Criteria:** [Details about eligibility changes]
- **Updated Premiums:** [Details on any changes in premiums]

If you have any questions about how these changes may affect you, please do not hesitate to reach out to our customer service team at [Contact Information].

We appreciate your understanding and cooperation as we implement these important changes.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]