

Dear Valued Patient,

We hope this message finds you in good health. We are writing to inform you of the updated health insurance guidelines that will take effect on **[Effective Date]**.

Key Updates:

- **Coverage Changes:** [Brief description of changes in coverage]
- **Copayment Adjustments:** [Details on copayment changes]
- **Eligibility Criteria:** [Updated eligibility information]
- **Preventive Care:** [Information on preventive services covered]

For a comprehensive overview of the updated guidelines, please visit our website at [\[URL\]](#) or contact our office at [Phone Number].

Thank you for trusting us with your healthcare needs.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]
[Contact Information]