

Insurance Coverage Explanation

Date: [Insert Date]

To Whom It May Concern,

We are writing to provide clarification regarding the insurance coverage options available for dependent inclusion under our health plan.

Dependent Eligibility

Dependents eligible for coverage include:

- Spouses
- Children under the age of 26
- Adopted children
- Children for whom you are the legal guardian

Coverage Details

Upon including a dependent, the following benefits will be provided:

- Preventive services
- Emergency services
- Hospitalization
- Prescription drugs
- Mental health services

Enrollment Process

To enroll dependents in the plan, please complete the following steps:

1. Obtain a Dependent Enrollment Form from our website or HR office.
2. Complete the form with the required information.
3. Submit the form by the enrollment deadline.

Contact Information

If you have any questions about dependent coverage or the enrollment process, please feel free to contact our customer service at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]