

[Your Name]  
[Your Title]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Open Enrollment Announcement

I hope this message finds you well. I am writing to inform you about the upcoming open enrollment period for [specific program, insurance, benefits, etc.]. This is an important opportunity for [employees, members, etc.] to review and select their options for [year or specific time frame].

Open enrollment will begin on [start date] and will continue until [end date]. During this period, [details about what is covered, changes in policies, etc.], and we encourage all [employees, members, etc.] to take advantage of this opportunity to ensure their [coverage/benefits] meet their current needs.

We have scheduled informational sessions to provide further insights and answer any questions you may have. These sessions will take place on [dates and times], and we strongly encourage your attendance.

Please feel free to reach out to [contact person or department] at [contact information] should you have any questions or require assistance during this open enrollment period.

Thank you for your attention, and we look forward to supporting you in making informed decisions during this important time.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]