

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Open Enrollment Notice

We are pleased to announce the upcoming open enrollment period for [Year/Specific Plan]. During this time, you will have the opportunity to review and select your benefits for the upcoming year.

****Open Enrollment Period:****

Start Date: [Start Date]

End Date: [End Date]

Please take the time to review the benefits options available to you. Information about the plans, including premiums, coverage options, and changes from the previous year, can be found on [insert website or information platform].

Additionally, we will be hosting informational sessions to help you understand your choices:

- ****Date & Time:**** [Date & Time]

- ****Location:**** [Location/Link to Virtual Meeting]

We encourage you to participate in these sessions and to reach out with any questions you may have. Your Benefits Coordinator, [Coordinator's Name], can be contacted at [Coordinator's Email] or [Coordinator's Phone Number].

Thank you for your attention, and we look forward to assisting you during open enrollment!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]