

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Subject: Health Insurance Open Enrollment Request

Dear [Insurance Company Representative's Name or "Customer Service Team"],

I hope this letter finds you well. I am writing to express my interest in participating in the health insurance open enrollment period for [Year]. As I consider my options, I would like to request information regarding the available plans, enrollment procedures, and any deadlines I should be aware of.

Understanding the importance of selecting the right health coverage, I appreciate your assistance in guiding me through this process. Please send me the necessary materials and information at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]