<YOUR AGENCY LOGO/LETTERHEAD>

February 1, 2022

Company Name

Attention: Human Resources Manager

ADDRESS

Dear Human Resources Manager:

Do you receive questions from your employees regarding Medicare? Understanding Medicare and navigating the options can be complicated. The Elder Benefit Specialists at <YOUR AGENCY HERE> are trained by Centers for Medicare and Medicaid Services (CMS) to provide free, unbiased Medicare counseling. We are available as a resource to you or your employees.

Many employees may choose to continue to work, while others may decide to retire from active employment. Either way, it is important that individuals understand when to enroll in Medicare, the consequences of not enrolling at the correct time and the various insurance coverage options available to them. The more information your employees have, the more prepared they will be to make important Medicare decisions.

We would welcome the opportunity to provide unbiased information to you and/or interested employees in any of the following formats:

* Meeting with Human Resources Staff
* Presentation to Employees
* Present a “Lunch and Learn”
* Attend Company Health Fair
* Drop off Medicare Resources
* Provide Articles for Company Newsletter

In addition, the <YOUR AGENCY NAME HERE> provides free monthly “Welcome to Medicare” seminars and your employees are welcome to attend. <PROVIDE DATES AND LOCATION>.

Please contact me with any questions or to discuss how we may be of assistance to you and your employees.

Sincerely,

<YOUR NAME & CONTACT INFO HERE>