<YOUR AGENCY LOGO HERE>

September 2025

TO: Apartment Manager

RE: Medicare’s Annual Open Enrollment Period

Dear Apartment Manager,

Medicare’s annual open enrollment period is a very important time for all people with Medicare, and it begins October 15. Every year, insurance companies can change their formulary (list of covered drugs) and other coverage details, which can make a significant difference in the cost of a person’s medications. For that reason, all people with Medicare should review their plan each year to make sure they will have appropriate coverage in the new year.

Unfortunately, there is often a great deal of confusion about all the options for Medicare prescriptions drug coverage and finding objective information and assistance can be difficult.

How can you help your apartment residents? Let them know about the assistance available through <YOUR AGENCY INFO HERE>. Our Elder Benefit Specialists/SHIP Counselor(s) can provide objective assistance with plan comparisons to help them find a plan that meets their needs in 2026. There is no charge for this service.

Enclosed you will find a flyer with information about the open enrollment period and a phone number to call for assistance. I would appreciate it if you could post the flyer for your residents.  Please contact me at the number below if you have any questions, if you would like additional flyers, or if you would be interested in setting up a presentation about Medicare for your residents.

Thank you for your help in sharing this important information with the Medicare beneficiaries in your building!

Sincerely,

<YOUR AGENCY CONTACT HERE>