<YOUR AGENCY LOGO HERE>

September 2025

To: Pharmacy Manager

RE: Medicare’s annual Open Enrollment Period

Attention Pharmacist/Pharmacy Manager:

Each year Medicare prescription drug plans and Medicare Advantage Plans can change their formularies (list of covered drugs) and other plan details. This can make a significant difference in the cost of a person’s medications. A plan that works well for someone in 2025 may or may not be the best plan for them in 2026. During Medicare’s annual open enrollment period, October 15 to December 7, all people with Medicare should review their current drug plan and make sure they will have appropriate coverage in the new year.

The Elder Benefit Specialist(s)/SHIP Counselor(s) at the <YOUR AGENCY INFO HERE> can assist people with objective plan comparisons. They do not sell anything! The Elder Benefit Specialists/SHIP Counselor(s) strictly provide un-biased information and assistance. There is no charge for this service.

Enclosed you will find a poster for display and “half-sheet” leaflet that can be used as a consumer handout. Please share this information with any customers who may benefit from our assistance. If you have any questions please contact me at the number below.

Thank you for your help in sharing this important information with Medicare beneficiaries in XYZ County!

Sincerely,

<YOUR AGENCY CONTACT HERE>