**\*\*Sample Email for Virtual Community Partner Meeting\*\***

#  **<YOUR AGENCY NAME> Virtual Community Partner Meeting n**

Tuesday, March 8, 2022, from 10 – 11 am

Dear Community Partner,

As an organization that serves Medicare beneficiaries, we invite you to join us to learn about all the ways we help people with Medicare and to explore opportunities for collaboration.

The Elder Benefit Specialists at the <YOUR AGENCY NAME> provide unbiased support to Medicare beneficiaries so they can make informed decisions about their care and access important benefits when needed.

This virtual meeting is an opportunity to:

* Learn more about the services we provide to Medicare beneficiaries
* Learn when and how to make a referral
* Share feedback
* Troubleshoot issues
* Explore opportunities for collaboration

Whether you are a health care provider, a social service agency or other organization serving people with Medicare, we hope you will join us to strengthen the network of support for people with Medicare in our community.

**ZOOM Meeting link**

Please contact <YOUR CONTACT INFORMATION> for more information.

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