

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your Dedicated Health Benefits Agent

Dear [Client Name],

I am writing to formally introduce myself as your new Dedicated Health Benefits Agent at [Company Name]. My goal is to ensure you receive the highest level of support regarding your healthcare coverage and benefits package.

As your primary point of contact, I am available to assist you with:

- Explaining your current plan coverage and out-of-pocket costs.
- Assisting with claims processing and billing inquiries.
- Finding in-network providers and specialists.
- Navigating annual enrollment and plan renewals.
- Answering any general questions regarding your health policy.

I would welcome the opportunity to schedule a brief introductory call to discuss your specific needs and review your current benefits. Please let me know a time that works best for you, or feel free to reach out to me directly using the contact information below.

I look forward to working with you and providing the personalized service you deserve.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]

[Website]