

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Your Health Insurance Benefits Guide and Policy Documents

Dear [Recipient Name],

Welcome to [Insurance Company Name]. We are pleased to provide you with your official health insurance policy documents and benefits guide.

Enclosed in this package, you will find:

- **Benefits Guide:** A summary of your coverage, including co-pays, deductibles, and out-of-pocket limits.
- **Policy Document:** The full terms and conditions of your health insurance plan.
- **Provider Directory:** Information on how to find in-network doctors and hospitals.
- **Insurance ID Card:** Your permanent member identification card.

Please review these documents carefully to understand your coverage and how to access medical services. We recommend keeping the Benefits Guide in a convenient location for quick reference.

If you have any questions regarding your policy or need assistance finding a provider, please contact our Customer Service department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name] for your healthcare needs.

Sincerely,

[Sender Name]

[Sender Title]

[Insurance Company Name]