[Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]

Subject: Important Notice: Your Medicare Initial Enrollment Period

Dear [Recipient Name],

Our records indicate that you are approaching your 65th birthday. We are writing to remind you that your Medicare Initial Enrollment Period (IEP) is starting soon.

What is the Initial Enrollment Period?
The IEP is a 7-month window to sign up for Medicare. It includes:

- 3 months before the month you turn 65
- The month you turn 65
- 3 months after the month you turn 65

Why is this important?
Enrolling during this timeframe ensures you have health coverage when you need it and helps you avoid lifelong late-enrollment penalties for Medicare Part B and Part D.

Your Next Steps:

1. Review your current health coverage.
2. Determine if you need to sign up for Medicare Part A (Hospital Insurance) and Part B (Medical Insurance).
3. Explore additional coverage options like Medicare Advantage (Part C) or Prescription Drug Plans (Part D).

If you have any questions regarding your options or need assistance with the enrollment process, please contact us at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name]
[Organization Name]
[Contact Information]