\*\*Subject: Important Notice Regarding Your Medicare Policy\*\*

Dear [ClientFirstName] [ClientLastName],

We are writing to inform you that, starting January 1st of next year, [Agency Name] will no longer be able to manage your current Medicare policy. As a result, we will not be able to aid with any enrollment issues, benefit inquiries, or claims-related matters for this plan.

To ensure a smooth transition, we will be reaching out in the coming weeks to discuss your options and, if necessary, arrange an appointment beginning October 15th. Our team can schedule phone or in-person meetings and provide information via email or mail based on your preferences. Please keep in mind that appointment times are limited and may be reserved quickly.

If you have any questions or concerns, our team is here to assist you. You can reach us at [Phone Number] or [Toll-Free Number], or by emailing us at [Agency Email Address]. We are committed to making this transition as smooth as possible and are here to help you every step of the way.

Thank you for allowing us to serve you. We look forward to continuing to support you with your insurance needs.

Warm regards,

The [Agency Name] Team