Sample Thank you Letter

Suggest Sending 2 weeks after Enrollment is Submitted

Dear,

Thank you for allowing me to assist you in choosing a health and prescription drug plan.

By now, you should have received a “Welcome Kit” from the insurance company. This kit should include information about the plan you enrolled in and an ID card. Please make sure to present this card whenever you receive medical services going forward. Also, make sure to show this card to your pharmacy before you fill your prescriptions.

If you have not yet received the kit or if you have any questions regarding the plan, please do not hesitate to contact me immediately so I may assist you.

Again, thank you very much and have a healthy and happy 2017.

Sincerely,

P.S. I always appreciate referrals. If you know someone who may benefit from my assistance, please feel free to give them my contact information.