Sample Year-End Insurance Letter

(Place in practice letterhead or email template)

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE, ZIP]

Dear (Patient name):

Once again, the end of the year is upon us, and the most hectic season is just beginning. We're fairly confident that your dental health is not first on your list of priorities. However, there are a few important reasons to consider your oral health before the year is complete.

If you currently have dental insurance, your policy entitles you to a set amount of coverage each year. If you do not use this coverage during the year, you lose it. Nevertheless, with careful preparation, you can maximize your insurance benefits to look and feel your best.

In addition, if you currently participate in a Flexible Spending Account (FSA), you must utilize the pre-tax dollars you have contributed by the end of the year or you forfeit the amount. Dollars from FSA can be applied to your dental care.

Part of our commitment to providing you with exceptional dental care involves ensuring that you receive all the benefits to which you are entitled. So why not visit us now and start off the year with a healthy smile?

Call us today at [PHONE NUMBER] to schedule an appointment or ask questions regarding your insurance coverage.

Sincerely,

Mary Smith

Scheduling Coordinator