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| --- | --- | --- | --- |
|  | End of year  benefits expiring |  |  |

Dear Patient,

20XX will soon be coming to a close, and so will your healthcare benefits. We are writing to remind you to schedule your preventive healthcare services as soon as possible in order to fully utilize your 20XX insurance benefits. These benefits, as well as healthcare flexible spending accounts, may expire at the end of December.

Unlike medical insurance, healthcare flexible spending accounts and most dental insurance plans do not roll over to the following year. As such, any unused benefit dollars for 20XX will be lost.

We know how busy families are today, but by coming in for regular preventive care, you may avoid further complications that may cause you to exceed future healthcare benefits. We are committed to the prevention of chronic disease, and regular preventive care is essential in that effort.

As the end of the year approaches, things get put off. We urge you to call [Office Phone Number] today so that we may schedule your appointment as soon as possible. We want you to maximize your benefits AND have the best treatment available. Remember, it is always best to catch health problems early.

We are looking forward to seeing you soon.

With best wishes for continued good health,

Dr. [Insert Doctor Name]

P.S. Don’t forget that most dental insurance plans are “use it or lose it!” Schedule your appointment before your benefits for this year expire.