

[Date]
[Beneficiary Name]
[Address Line 1]
[Address Line 2]

Dear [Beneficiary Name],

Welcome to [Agency Name]. We are pleased to inform you that your enrollment for [Program Name] has been approved, effective [Effective Date]. Our goal is to provide you with the support and resources you need to manage your benefits effectively.

Your unique Beneficiary ID number is: **[ID Number]**. Please have this number ready whenever you contact us.

Agency Contact Guide

If you have questions regarding your coverage, claims, or eligibility, please use the following contact methods:

- **Customer Service Phone:** [Phone Number] (Available [Hours of Operation])
- **Official Website:** [Website URL]
- **Email Support:** [Email Address]
- **Mailing Address:** [Agency Mailing Address]

Quick Reference for Departments

Department	Purpose	Contact Info
Enrollment Services	Updates to personal information	[Extension/Email]
Claims Processing	Status of payments and filings	[Extension/Email]
Technical Support	Online portal login assistance	[Extension/Email]

Next Steps

1. Review the enclosed Benefit Summary Guide.
2. Create your online account at [Portal URL].
3. Verify that your contact information is correct.

We look forward to serving you. If you require any immediate assistance, do not hesitate to reach out to our support team.

Sincerely,

[Sender Name]
[Title]
[Agency Name]