

# Instruction Sheet for Sample Termination Letter

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The following document relates to cancellation of other coverage when enrolling in a UnitedHealthcare Medicare Advantage plan.

If a member is replacing a **Medicare supplement plan (Medigap)** with a **UnitedHealthcare Medicare Advantage plan**, it's important that:

1. Prior coverage is terminated and,
2. Requested effective date is correct.

The sample termination letter, found on the next page, can be used by the member to terminate prior insurance coverage (i.e. Medicare supplement plan). The letter should be sent after receiving confirmation of acceptance into the UnitedHealthcare Medicare plan. The termination date should coincide with the new plan's effective date.

Re: Medicare Supplement Insurance Policy Cancellation

Accept this letter as written notice to cancel my Medicare Supplement Insurance policy effective \_\_\_\_\_, as I have received notification that my request to enroll in a Medicare Advantage plan effective \_\_\_\_\_ has been approved.

Please send me written confirmation within 30 days that the cancellation has been put into effect.

Thank you for your prompt attention to this matter.

Sincerely,