

GROUPS LETTERHEAD HERE

Re: Participation in the Broome County Purchasing Alliance

Entity Name

Contact Information

Address

Dear Mr. Bulman,

It is the intent of (Entity Name) to participate in the BCPA effective (1/1) or (7/1). We would like to begin the communication process with our retirees and set informational meetings. We understand that we must complete the onboarding process of registering our group through the SPANY.ORG website. This email serves as our notice and intent to participate in MAPD plan(s) 1,2,3,4, etc. Please contact us as soon as possible to set up onboarding. I also understand that once this process begins, we will submit a full census, copy of our current plan design and monthly rates, and our contact information to move forward.

Sincerely,