

200 Oceangate, Suite 100
Long Beach, CA 90802

<Date>

<Member Name>

<Member Address Line 1>

<Member Address Line 2>

Dear <Member Name>,

I have tried to call you and have been unable to reach you. I have important information for you.

Please call me at:

<(XXX)XXX-XXXX, ext. XXXXXX>,

<Monday through Friday, between 8:00 am and 5:00 pm, TTY: 711.>

If I do not answer, this is because I am on the phone with other members. Please leave a message with a phone number where I can reach you. Also, let me know the best time to call you. Thank you!

I hope to hear from you soon.

Sincerely,

<Staff Name>

<Molina Healthcare of California or ECM Provider Name>