Draft and Confidential
Subject to Peer Review
For Discussion Purposes Only

Date

[Attn:]
[ADOI address information]

Re: Small Employer Group Base Premium and Index Rates - A.R.S. § 20-2311(G)
Accountable health plan name
NAIC ID # *XXXXX*

Salutation

The purpose of this letter is to satisfy the requirements of A.R.S. § 20-2311(G) as stated below:

Each accountable health plan shall annually file with the director for informational purposes the accountable health plan's base premium rates and index rates. On request, the director shall make the base premium rates or the index rates available to the public for inspection.

The base premium rate and index rate are defined at A.R.S. § 20-2301(A.3) and (A.14) as stared below:

Base premium rate means, for each rating period, the lowest premium rate that could have been charged under a rating system by the accountable health plan to small employers for health benefits plans involving the same or similar coverage, family size and composition, and geographic area.

Index rate means, as to a rating period, the arithmetic average of the applicable base premium rate and the highest premium rate that could be charged under a rating system by the accountable health plan to small employers for a health benefits plan involving the same or similar coverage, family size and composition, and geographic area.

Based on my examination, the information presented in the attachments are accurate and reflective of the base premium and index rates for *[insert accountable health plan name]* as of *[insert effective date]*.

Closing statement to include:

- *Contact information*
- *Signature*
- *Title*