

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

HR Department  
Company Name  
Company Address  
City, State, Zip Code

Dear HR Manager,

I hope this message finds you well. I am writing to request clarification regarding my health benefits as part of my employment with [Company Name].

While I have reviewed the benefits package provided to me, I have some questions regarding [specific benefits or aspects you need clarification on, e.g., coverage limits, co-pays, provider networks].

Understanding these aspects is important to me to ensure that I am fully informed about my health coverage options. I would appreciate it if you could provide further details or direct me to someone who could assist with my inquiries.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
Your Name