

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to my healthcare benefits as a board director for [Organization Name].

Due to [briefly explain reason, e.g., changes in personal circumstances, previous agreements, etc.], I believe it is essential to review my current healthcare benefits to ensure they align more closely with my needs and contributions to the board.

I would greatly appreciate the opportunity to discuss this matter at your earliest convenience. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]