

Employee Health Benefits Inquiry

Date: [Insert Date]

To: [HR Department/Manager's Name]

From: [Your Name]

Subject: Inquiry Regarding Employee Health Benefits Annual Review

Dear [HR Manager's Name],

I hope this message finds you well. As part of my annual review, I would like to inquire about the current health benefits offered to employees. Specifically, I am interested in understanding any changes that may have been made to the health insurance plans, coverage details, and options for dental and vision insurance.

Additionally, I would appreciate any information regarding open enrollment periods and any resources available for employees to better understand their options.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]