

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Company's HR Department]

[Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the wellness programs offered as part of our employee health benefits. As an employee of [Your Company Name], I am interested in understanding the various programs available to support our well-being and promote a healthy work-life balance.

Could you please provide me with detailed information regarding the following:

- Types of wellness programs available
- Eligibility criteria for participation
- Enrollment process and deadlines
- Any associated costs or fees

Your assistance in this matter would be greatly appreciated as it will help me and my colleagues make informed decisions about our health and wellness.

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

Best regards,

[Your Name]