

Subject: Appeal for Gym Cost Reimbursement Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for clarification regarding the reimbursement of gym costs as per [insert relevant policy or program name] that was communicated to employees on [insert date]. Despite submitting my reimbursement request on [insert date of submission], I have yet to receive confirmation of approval or a detailed explanation for any discrepancies.

As a dedicated employee, I understand the importance of participating in wellness programs that promote health and fitness. I strongly believe that my submission aligns with the guidelines outlined in the policy.

Could you please provide clarity on the status of my reimbursement and any additional information required for processing? Your support in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]