

Gym Reimbursement Application

Date: [Insert Date]

To,

Human Resources Department
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Application for Gym Reimbursement

I am writing to formally request reimbursement for my gym membership fees as part of the company's health and wellness program. I have been a member of [Gym Name] since [Membership Start Date], and I believe that maintaining a healthy lifestyle contributes positively to my productivity at work.

As per the guidelines outlined in the employee handbook, I have attached the necessary documents, including:

- Copy of my gym membership agreement
- Receipt of payment
- Completed reimbursement form

The total amount I am requesting for reimbursement is [Amount]. I appreciate your consideration of my request.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]