

# Inquiry Regarding Gym Reimbursement Process

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the reimbursement process for gym memberships provided by our company. As a current employee, I am interested in understanding the eligibility criteria, required documentation, and the timeline for submitting claims.

Could you please provide me with the relevant details or direct me to the appropriate resources? I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]