

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reimbursement for my gym membership fees for the period of [Start Date] to [End Date]. As per the company policy on wellness benefits, I believe I am eligible for this reimbursement.

The total amount I am requesting is [Amount]. Please find attached the receipt of my payment for your reference.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]