

# Inquiry Regarding Gym Reimbursement Eligibility

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for the gym reimbursement program offered by [Company/Organization Name]. As an employee committed to maintaining a healthy lifestyle, I am eager to understand how I can take advantage of this benefit.

Could you please provide me with detailed information regarding:

- The eligibility requirements for participation in the gym reimbursement program.
- Any associated documentation or forms needed to apply for reimbursement.
- Deadlines for submission and reimbursement claims.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]