

Request for Gym Membership Reimbursement

[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 request information regarding the reimbursement process for gym memberships offered by [Company/Organization Name]. As an employee, I am interested in understanding the eligibility criteria and the steps involved in submitting a reimbursement claim.

Could you please provide me with the necessary details, including any required documentation and deadlines? I appreciate your assistance in this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]