

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Employer's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request the inclusion of my spouse, [Spouse's Name], in my current benefits plan.

As per the company policy, I believe I am eligible to add my spouse to my benefits plan. I kindly ask that you provide me with the necessary steps and any required documentation to facilitate this process.

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

Sincerely,  
[Your Name]