

# Request to Add Spouse to Health Insurance Plan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Insurance Company/Employer's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the addition of my spouse, [Spouse's Name], to my health insurance plan. As we have recently celebrated our marriage on [Wedding Date], I would like to ensure that my spouse has adequate health coverage.

Please let me know the necessary steps and documentation required to facilitate this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]