

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Benefits Department

Company Name

Company Address

City, State, Zip Code

Dear Benefits Administrator,

I am writing to formally request the enrollment of my spouse, [Spouse's Name], into the company benefits plan. Our marriage took place on [Marriage Date], and we would like to ensure that [Spouse's Name] has access to the benefits provided by [Company Name].

Please find attached the necessary documentation, including a copy of our marriage certificate and any other required forms. I kindly ask that you process this request at your earliest convenience.

If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]