

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the health and wellness benefits offered by [Company Name]. As a current employee, I am eager to understand the specifics of these benefits, including the eligibility criteria, coverage details, and any required documentation.

Additionally, if there are particular wellness programs or resources available, I would appreciate any information on how to access them.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]