

# Request for Health Insurance Summary

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a summary of the health insurance coverage provided to our employees at [Your Company Name]. As we strive to ensure our staff is aware of their benefits, we would greatly appreciate receiving a detailed overview of the current health insurance plan.

Specifically, we are interested in the following information:

- Types of coverage included
- Premium costs
- Deductibles and co-pays
- Network providers
- Any recent changes to the plan

Please send the summary to my attention at your earliest convenience. Should you require any further information, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]