

Benefits Enrollment Support Request

Date: [Insert Date]

To: [HR Manager's Name]

[Company Name]

[Company Address]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request support regarding my benefits enrollment for the upcoming [specific enrollment period, e.g., "2024 benefits year"].

Due to [reason for support request, e.g., "personal circumstances", "difficulty navigating the enrollment process"], I am seeking assistance to ensure I complete my enrollment accurately and on time.

Could you please provide guidance on the following:

- [Specific question or area where support is needed]
- [Another specific question]
- [Any additional queries]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]