

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

HR Department
Company Name
Company Address
City, State, Zip Code

Dear HR Manager,

I am writing to formally request a modification to my benefits package due to my recent transition into the [New Position Title] role within [Department Name]. I would like to discuss the potential adjustments to my benefits that align with the responsibilities and expectations of my new position.

As I have taken on [briefly describe new responsibilities or changes], I believe it is important to assess the benefits to ensure they adequately support my professional and personal needs in this role.

I would appreciate the opportunity to discuss this matter further and explore potential modifications to my benefits package. I am confident that adjustments can be made that would not only support my new role but also enhance my overall contribution to the company.

Thank you for considering my request. I look forward to your response.

Sincerely,
Your Name