

Welfare Benefit Confirmation

Date: [Insert Date]

Recipient Name: [Insert Name]

Recipient Address: [Insert Address]

Dear [Recipient Name],

We are pleased to confirm your selection for the following welfare benefits:

- Benefit Type: [Insert Benefit Type]
- Amount: [Insert Amount]
- Effective Date: [Insert Effective Date]

Please review the information above and keep this letter for your records. Should you have any questions or require further assistance, feel free to contact our office.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]