

Subject: Request for HFSA Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a letter from the HFSA (Health Flexible Spending Account).

[Insert brief explanation of why you need the letter and any relevant details regarding your request.]

Please let me know if you need any further information from my side to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]