

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for HSA Contribution

I am writing to express my intent to contribute to a Health Savings Account (HSA) for the tax year [Year]. I understand the benefits of funding an HSA, including tax savings and the opportunity to accumulate savings for qualified medical expenses.

I plan to contribute a total of [Amount] by the end of the calendar year. This contribution will be made via [contribution method, e.g., direct deposit, check, etc.].

Please let me know if there are any specific forms or additional information you require to process my contribution. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]