

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the Health Savings Account (HSA) contribution statements for my account [your account number or details] for the year [specify year(s)].

These statements are necessary for my personal records and to ensure accurate reporting for tax purposes. I would appreciate it if you could send the requested documents to my address listed above or provide them electronically to my email.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your HSA Account Number] (if applicable)