

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

Dear [Recipient Name],

Subject: Notification of HSA Contribution Updates

I hope this message finds you well. I am writing to inform you about recent updates regarding contributions to my Health Savings Account (HSA).

As of [effective date], the contribution limit for my HSA has been updated to [new contribution limit, if applicable]. In accordance with these changes, I would like to confirm my intention to adjust my contributions to align with the new limit.

Please update the necessary records accordingly and let me know if there are any forms or additional steps I need to complete to facilitate this change.

Thank you for your attention to this matter. I appreciate your assistance in ensuring that my HSA contributions are processed correctly.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Department/Organization, if applicable]