

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

Dear [Recipient Name],

Subject: HSA Contribution Responsibilities

I hope this letter finds you well. I am writing to outline the contribution responsibilities associated with the Health Savings Account (HSA) for the upcoming plan year.

As a participant in our company's HSA program, please be aware of the following key responsibilities:

1. **\*\*Contribution Limits\*\***: Ensure that your contributions do not exceed the annual limit set by the IRS. For 2023, the individual limit is [\$X] and the family limit is [\$Y].
2. **\*\*Pre-Tax Contributions\*\***: Contributions should be made through payroll deductions to maximize tax benefits. Please confirm with HR that your contributions are accurately deducted.
3. **\*\*Eligible Expenses\*\***: Familiarize yourself with qualified medical expenses which can be covered by HSA funds to ensure optimal use of your account.
4. **\*\*Contribution Changes\*\***: If you wish to change your contribution amount, please submit a request to HR by [specific date], to ensure your adjustments take effect for the upcoming pay period.
5. **\*\*Annual Review\*\***: Regularly review your account balance and contributions to assess if adjustments are necessary based on your healthcare needs.

For any questions or further guidance related to your HSA contributions, do not hesitate to reach out to me or the HR department.

Thank you for your attention to these important responsibilities.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Contact Information]