

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request receipts for my Health Savings Account (HSA) contributions made during the tax year [Year].

As I prepare my tax documents, it is essential to have detailed records of my contributions for accurate reporting. I would appreciate it if you could provide me with the necessary receipts at your earliest convenience.

Thank you for your assistance. If you need any additional information or documentation, please feel free to contact me.

Sincerely,

[Your Name]

[Your HSA Account Number or Identification]