

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Benefits

I hope this letter finds you well. I am writing to formally request the benefits to which I am entitled as an employee of [Company Name]. I have been employed in the position of [Your Job Title] since [Your Start Date], and I believe I qualify for the following benefits:

[List specific benefits you are requesting, e.g., health insurance, paid time off, retirement plan details, etc.]

I have attached the necessary documentation to support my request, including [briefly mention any attached documents, e.g., pay stubs, employment verification, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Department, if applicable]