

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

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

Subject: Request for QHS Benefits Extension

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my QHS benefits, which are set to expire on [expiration date].

[Provide a brief explanation of your situation and reasons for requesting the extension. Include any relevant details that support your request.]

I appreciate your consideration of my request and hope for a favorable response. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Employee ID, if applicable]