

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

[HR Manager's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Request for Clarification on QHS Benefits

I hope this message finds you well. I am writing to seek clarification regarding the Qualified Health Savings (QHS) benefits that are offered to employees.

I would appreciate it if you could provide detailed information regarding the following:

1. Eligibility criteria for QHS benefits.
2. The process for enrolling in the QHS program.
3. Any associated deadlines or important dates.
4. Coverage details and any limitations I should be aware of.

I would like to ensure that I fully understand my options and make informed decisions regarding my health benefits.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]