

[Company Letterhead]

[Date]

[Financial Institution Name]

[Health Savings Account Department]

[Address]

[City, State, Zip Code]

Subject: Request for Establishment of Corporate Health Savings Account (HSA) Program

To Whom It May Concern,

This letter serves as a formal request from [Company Name] to establish a corporate Health Savings Account (HSA) program for our employees, effective [Start Date].

We intend to offer these accounts to employees enrolled in our High Deductible Health Plan (HDHP). We request the following services:

- Creation of individual HSA accounts for participating employees.
- Procedures for automated payroll deductions and employer contributions.
- Access to online employer and employee management portals.
- Provision of debit cards and account documentation to eligible staff.

Please provide the necessary application forms, fee schedules, and a master service agreement for our review. We have appointed [Contact Name] at [Phone Number/Email] as our primary point of contact for the implementation process.

We look forward to partnering with your institution to provide this benefit to our workforce.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]