

head>

[Date]

[Recipient Name/HR Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Institutional Registration of Employer-Sponsored Health Savings Account (HSA)

Dear [Recipient Name or HR Department],

I am writing to formally request that [Company Name] initiates the registration process for an employer-sponsored Health Savings Account (HSA) program. As we currently offer a High Deductible Health Plan (HDHP), providing an integrated HSA solution would offer significant tax advantages for both the company and its employees.

To facilitate this setup, I recommend the following institution for our corporate HSA partnership:

- **Financial Institution:** [Name of Bank/Provider]
- **Contact Person:** [Name of Representative, if known]
- **Website/Portal:** [URL]

By establishing an institutional link, the company can streamline the following processes:

- Automated payroll deductions on a pre-tax basis.
- Direct employer contributions to employee accounts.
- Reduced administrative overhead via integrated reporting tools.

I have attached the preliminary information packet from the financial institution regarding the employer onboarding process. Please let me know what further steps or documentation are required from my side to move forward with this registration.

Thank you for your time and for supporting employee financial wellness.

Sincerely,

[Your Name]

[Your Job Title]

[Employee ID Number]