

[Your Name]
[Employee ID Number]
[Your Department]
[Date]

[HR Manager Name or Benefits Department]
[Company Name]
[Company Address]

Subject: Request for Employer-Sponsored Health Savings Account (HSA) Opening

Dear [HR Manager Name],

I am writing to formally request the opening of an employer-sponsored Health Savings Account (HSA) in my name. I am currently enrolled in the company's High Deductible Health Plan (HDHP), which I understand makes me eligible for this benefit.

Please provide the necessary enrollment forms or instructions to initiate the account setup. Additionally, I would like to request information regarding:

- The process for setting up automatic pre-tax payroll deductions.
- Any employer-matching contributions or wellness incentives offered by the company.
- The designated financial institution or bank used by the company for HSA management.

Thank you for your assistance in helping me manage my healthcare savings. I look forward to receiving the required documentation.

Sincerely,

[Your Signature]
[Your Printed Name]