

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

[Date]

[HR Contact Person Name]  
[Human Resources Department]  
[Company Name]  
[Company Address]

**Subject: Notification of Qualifying Life Event - Marriage**

Dear [HR Contact Name],

I am writing to formally notify the Human Resources department of a recent change in my marital status. I was married on [Date of Marriage], which qualifies as a Life Event for benefit enrollment purposes.

I would like to request the following adjustments to my current benefits coverage:

- Add my spouse, [Spouse's Full Name], to my [Medical/Dental/Vision] insurance plans.
- Update my life insurance beneficiary designations.
- Update my emergency contact information.
- [List any other requested changes, e.g., HSA/FSA contribution updates].

Attached to this letter is a copy of my marriage certificate as required documentation for this adjustment. Please let me know if there are additional forms or online portals I need to complete to finalize these changes within the [Number of Days, e.g., 30-day] enrollment window.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]