

[Company Name]
ATTN: Human Resources
[Company Address]

[Date]

Dear Human Resources,

I am an employee at [Company Name] and currently receive insurance benefits through the company. In the past I have always been happy with the benefits and care I have received as part of this insurance network; however, it has recently come to my attention that our company plan excludes acupuncture as a covered medical service. I am writing this letter to request that you consider adding acupuncture benefits to the company's insurance plan. I have been receiving acupuncture for several weeks and can personally speak for its benefits and effectiveness at relieving my pain. I am experiencing a level of relief from the acupuncture sessions that I have never received from any other treatment.

As an employee I am asking you to please consider my request to add acupuncture benefits to our corporate-sponsored insurance plan. I am a very satisfied patient of (*your provider's name or clinic name*) and I would love the opportunity to use my insurance benefits to help pay for my acupuncture visits. I feel that you are doing my coworkers and me a disservice by excluding acupuncture from our company plan and preventing us from receiving insurance coverage for this extremely beneficial service. It is my hope that you will research the potential benefits that acupuncture can offer your employees and re-evaluate your denial or limited inclusion of acupuncture as a covered medical service for our insurance plan.

Please feel free to contact me if you have any questions or if I can give you any additional information. You can reach (*provider's name or clinic name*) at (*provider phone number*) or via email at (*provider contact email*) if there are any questions or would like additional information about (*provider name*) or acupuncture in general.

Thank you,

[Patient Name]
[Member ID #]
[Group #]
[Phone]
[Email]