

# KNOW YOUR BENEFITS.

From [Your organization]

## Dear [Your organization] employees:

At [Your organization], we strive to provide you with the resources you need to better understand and use the benefits we offer. To achieve this, we would like to know how you prefer to discuss, gather more information about and receive communications on our benefits offerings.

Please select your preferred method from the list below:

- Face-to-face meeting
- Email
- Mail
- Phone
- Reference materials
- Other (please specify)

o

Sincerely,

[Insert name]

[Insert title]