

Date: [Insert date]

Attn: [Insert name of HR person in charge of benefits]
[Insert name of company]
[Insert address]

RE: Inclusion of occupational therapy services in extended health benefits plan

Dear [Insert name (If do not have a name, address as "Dear Sir or Madam")]:

Our [Insert name of the organization, where you work] extended health benefits plan does not cover occupational therapy services. Occupational therapy provides low cost, high impact solutions to many physical and mental health-related issues and can prevent problems before they occur. Occupational therapy interventions lead to an improved level of health, wellness, and productivity in the workforce. As an employee, I am requesting coverage of occupational therapy services as a flexible health insurance coverage option in my benefits plan. This would not increase the cost of the plan, as it would simply add occupational therapy as a choice on a list of available services.

As an employer of choice, [Insert name of the organization, where you work] you should consider occupational therapy as an essential component to our comprehensive benefits package.

The Conference Board of Canada estimates that employee absenteeism costs the Canadian economy \$16.6 billion annually, with one long-term absence costing an employer roughly \$8,800. Occupational therapists have the knowledge and expertise to facilitate return-to-work after illness or injury, and can collaborate with employers to implement cost-effective workplace accommodations. Involvement of an occupational therapist can cut lost work days in half, help to increase employee productivity, and decrease spending on disability leave.

Please confirm receipt of my [Insert letter, email] and let me know about the next steps to put occupational therapy coverage in place. I can be reached at [Insert email, phone #] for further information. Thank you for considering my request.

Sincerely,

[Insert name]
[Insert address]
[Insert contact information]