

From,

Felipe T. Beasley

Sales Manager

Kansas City Hospital

February 12, 2017.

To,

Mr. Jules R. Pena

General Manager-Human Resources

Kansas City Hospital

Subject: MEDICAL TREATMENT AUTHORIZATION LETTER

Dear, Mr. Jules R. Pena,

I am the Sales Manager working with the Kansas City Hospital for two years, and now I have completed my tenure in this hospital. With regards to completion of my tenure period, I become eligible for medical treatment authorization benefit provided by the hospital to all its employees. Hence, I request you to kindly complete all the formalities for getting medical authorization from the hospital. As it is already mentioned by the HR on the joining letter that employee gets eligible for the medical approval after completion of his training. I am ready to help you with the necessary documentation to be done for this purpose. I expect a reply from your end.

For any inquiry or query, you can contact me on my mail id. For your help, my employee id is 87352 you can get all my details through the company's intranet.

Yours Sincerely,

Mr. Felipe T. Beasley