

****Kaiser Letter Writing Template Example****

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

Kaiser Permanente

[Department or Contact Name]

[Office Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., inquire about, express concern regarding, request information about, etc.].

[Elaborate on your purpose with relevant details, keeping it concise and clear. Include any necessary context or personal experiences that support your request or concern.]

I would appreciate your assistance with this matter. [If applicable, mention any specific actions you hope they will take or information you seek.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

****Sample Letter****

John Doe

123 Anywhere St.

Anytown, CA 90210

johndoe@email.com

(123) 456-7890

October 5, 2023

Kaiser Permanente

Customer Service Department

456 Healthcare Blvd.

Anytown, CA 90210

Dear Customer Service Team,

I hope this letter finds you well. I am writing to inquire about the coverage details for a recent medical procedure I underwent on September 20, 2023.

I received [specific procedure name] and would like clarification on what costs are covered under my plan, as well as any copay requirements. I would appreciate it if you could provide a detailed breakdown of the coverage.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

John Doe
