

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding QHS Reimbursement

I hope this letter finds you well. I am writing to inquire about the status of the reimbursement for the Qualified Health Services (QHS) provided on [specific date(s)] for [briefly describe the service or treatment].

The details of the claim are as follows:

- Claim Number: [Insert Claim Number]
- Service Date: [Insert Service Date]
- Patient Name: [Insert Patient Name]
- Amount Requested: [Insert Amount]

As per our records, the reimbursement has not yet been processed, and I would appreciate any updates you can provide regarding this matter. If there are any issues or additional information required to expedite the process, please let me know.

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

Sincerely,

[Your Name]  
[Your Title]