

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you about an allergic reaction I experienced involving my uvula. This incident occurred on [date of the reaction] after [brief description of the triggering event, e.g., consuming a specific food or substance]. The symptoms I experienced included [list specific symptoms, e.g., swelling, pain, difficulty swallowing]. I believe this reaction was due to [explain possible allergen if known].

I would like to request your assistance in [what you seek from the recipient, e.g., further testing, information on allergy management]. I believe this is important not only for my health but for ensuring proper treatment and prevention of future incidents.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]