

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in enrolling in UnitedHealthcare (UHC) for the upcoming plan year. After researching various healthcare options, I believe UHC offers the comprehensive coverage and services that align with my healthcare needs. I would appreciate any guidance you can provide regarding the enrollment process, plan options, and important deadlines. Additionally, if there are specific documents or information required for enrollment, please let me know so I can prepare accordingly.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]