

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

UnitedHealthcare

[Address of UHC Office]  
[City, State, Zip Code]

Subject: Request for Documentation

Dear UnitedHealthcare Customer Service,

I hope this letter finds you well. I am writing to request documentation related to my health insurance policy, [Your Policy Number], which is under my name.

Specifically, I am looking for the following documents:

1. [Specify Document 1]
2. [Specify Document 2]
3. [Specify Document 3]

Please send the requested documents to my address listed above or via email at [Your Email Address].

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

Sincerely,

[Your Name]  
[Your Policy Number]