

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

[Date]
[Recipient Name]
[Title]

UnitedHealthcare
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Inquiry Regarding UnitedHealthcare Insurance

I hope this letter finds you well. I am writing to inquire about my UnitedHealthcare insurance policy. My policy number is [Your Policy Number], and I would like to request further information regarding [specifics of your inquiry, e.g., coverage details, claims process, benefits, etc.].

Additionally, I would appreciate any insights you can provide on [mention any other questions or concerns you have].

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

Sincerely,

[Your Name]
[Your Contact Information]