

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

Dear [Recipient's Name],

Subject: UHC Reimbursement Notification

I hope this message finds you well. This letter serves as a notification regarding the reimbursement related to [specific service or expense] submitted on [date of submission].

We have processed your claim and are pleased to inform you that your reimbursement for the total amount of [amount] has been approved. Please find the details below:

- Date of Service: [Date]
- Claim Number: [Claim Number]
- Amount Approved: [Amount]
- Payment Method: [Check/Electronic Transfer]

The reimbursement will be issued on [date of payment issuance] and you can expect to receive it via [method of delivery].

If you have any questions or require further information, please feel free to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]