

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

[Recipient Name]
UnitedHealthcare
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding My UnitedHealthcare Membership

I hope this message finds you well. My name is [Your Name], and I am a member of UnitedHealthcare (Member ID: [Your Member ID]). I am reaching out to seek clarification on [specific inquiry or issue you are addressing, e.g., coverage details, billing questions, etc.].

[Provide additional details about your inquiry, including any relevant dates, services, or claims related to your question.]

I appreciate your assistance and look forward to your prompt response to my inquiry. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Member ID] (if applicable)