

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

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

Dear [Recipient Name],

Subject: Service Request for UHC

I hope this message finds you well. I am writing to formally request assistance regarding my UHC (UnitedHealthcare) services.

[Briefly describe the service or support you are requesting, including any relevant details such as policy number, specific issue, or additional information needed.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Policy Number (if applicable)]