

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

UHC Customer Service

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

Subject: Grievance Regarding [Specific Issue]

Dear UHC Customer Service,

I am writing to formally express my grievance regarding [briefly describe the specific issue]. My member ID is [Your Member ID].

[Provide details about the situation, including dates, names of representatives you spoke with, and any relevant information.]

I believe this matter has not been adequately resolved due to [explain why the resolution is unsatisfactory or why you are dissatisfied].

I request that you [state your desired outcome, such as a specific action or resolution].

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

Sincerely,

[Your Name]
[Your Member ID]