

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

UHC Customer Service  
UnitedHealthcare  
[Address]

[City, State, Zip Code]

Dear UnitedHealthcare Customer Service,

Subject: Inquiry Regarding UHC Insurance Policy

I hope this letter finds you well. I am writing to inquire about my UnitedHealthcare insurance policy, account number [Your Policy Number].

I would like to request the following information:

1. Details regarding coverage for [specific services or procedures].
2. Information about any recent changes to my policy benefits.
3. Clarification on the process for filing a claim and the expected processing times.

Please let me know if additional information is required from my side to assist with my inquiry. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]