

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

Dear [Patient's Name],

Subject: Important Information About Your Healthcare Coverage

We hope this letter finds you well. As part of our commitment to keeping you informed about your healthcare, we would like to share some important details regarding your UnitedHealthcare (UHC) coverage.

[Insert specific information regarding the patient's coverage, updates, or any changes that may affect them.]

Please remember that our team is here to support your healthcare needs.

If you have any questions or need further assistance, do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for choosing us as your healthcare provider. We look forward to continuing to serve you.

Sincerely,

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