

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

[Provider's Name]  
[Provider's Title]  
[Provider's Office/Facility Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Provider's Name or "To Whom It May Concern"],  
Subject: [Your Subject Here]

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., request clarification, establish communication, etc.].

[Paragraph 1: Provide details or context related to your purpose. Include relevant dates, your UHC member ID, and any specifics that can help the provider understand your situation.]

[Paragraph 2: Explain any requests or questions you have. Be clear and concise to ensure that your needs are understood.]

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

Sincerely,

[Your Name]

[UHC Member ID] (if applicable)