

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Announcement of Updates to UHC Provider Network

We are excited to announce important updates to our UnitedHealthcare (UHC) provider network that will enhance our commitment to delivering quality care to our members.

Effective [Start Date], the following changes will take place:

1. ****New Providers Added****: We are proud to welcome [List of New Providers] to our network. These providers will bring their expertise to better serve our members in [Areas of Specialty].
2. ****Updated Provider Information****: Please find attached updated directories and resource links that include all changes to the network. It is crucial for all providers to review this information to ensure accurate referrals.
3. ****Training Sessions****: To support our partners, we will be hosting training sessions on [Dates and Times] to familiarize teams with the new providers and tools available. Registration details can be found on our internal portal.
4. ****Contact Information****: For any questions or further information, please reach out to [Contact Person] at [Contact Email] or [Contact Phone Number].

We appreciate your continued partnership and look forward to working together to provide exceptional care to our members.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Email]

[Your Phone Number]

[Attachment: Updated Provider Directory]