

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

[Recipient's Name]
[Provider's Name]
[Provider's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request
[specific information or action related to UHC].

As a member of UnitedHealthcare, my member ID is [your member ID]. I am
seeking [details of the request: specific documents, information, or
service]. This request is crucial for [explain the purpose or reason for
the request].

Please let me know if you require any additional information to process
this request. I appreciate your prompt attention to this matter and look
forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]