

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Provider's Name]
[Provider's Office/Facility]
[Provider's Address]
[City, State, Zip Code]

Dear [Provider's Name or "To Whom It May Concern"],
I hope this letter finds you well. My name is [Your Name], and I am a patient currently enrolled in UnitedHealthcare (UHC). I am reaching out to inquire about [specific topic or question related to UHC services, coverage, or provider network].

As I navigate my healthcare needs, it's important for me to understand [briefly outline your specific needs or situation]. I would greatly appreciate any information you could provide regarding [specific details needed, such as referral processes, appointment availability, or coverage options].

Thank you for your time and assistance. I look forward to your prompt response.

Best regards,

[Your Name]
[Your UHC Member ID (if applicable)]