

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

[Provider's Name]  
[Provider's Address]  
[City, State, Zip Code]

Dear [Provider's Name],

Subject: [Brief Subject of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of the letter, e.g., inquire about, request information regarding, or address a specific issue related to your UHC plan].

[In the next paragraph, provide detailed information regarding your request or concern. Include relevant details such as your member ID, specific dates, services, or any other pertinent information.]

[In the following paragraph, specify any actions you would like to be taken or any outcomes you are hoping to achieve. Be clear and concise.]

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

Sincerely,

[Your Name]

[Your Member ID (if applicable)]