

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

[Recipient Name]
[UHS Department/Office]
[University/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding [Specific Inquiry Topic]

I hope this message finds you well. I am writing to inquire about
[briefly state your inquiry or concern related to UHS, e.g., health
services, policies, appointments].

[Provide a brief introduction about yourself, such as your status as a
student or staff member and any relevant context regarding your inquiry.]

I would appreciate any information you can provide regarding [specific
questions or details you are seeking]. If possible, I would also like to
know [any additional requests or follow-up questions].

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

Sincerely,

[Your Name]
[Your Student/Staff ID (if applicable)]