

Coverage Scope Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the scope of coverage provided under our current agreement. To ensure a comprehensive understanding of the services and protections included, I would appreciate it if you could provide detailed information regarding the following aspects:

1. Coverage limits and exclusions
2. Specific services included in the coverage
3. Any additional options or riders available
4. Claims process and timelines

Understanding these details is crucial for our ongoing planning and risk management efforts. I look forward to your prompt response and would be happy to discuss this matter further at your convenience.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]