

Follow-Up on Excess Coverage Rebate Status

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

[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 follow up on my previous inquiry regarding the status of my excess coverage rebate for policy number [Your Policy Number]. It has been [duration since last communication] since I last received an update, and I would appreciate any information you could provide.

Please let me know if there are any further actions required on my part to expedite this process. Thank you for your assistance and I look forward to your prompt response.

Sincerely,
[Your Name]