

# Letter of Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Excess Coverage Rebate**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the excess coverage rebate associated with my policy, number [Your Policy Number]. I have noticed that my coverage exceeds the required amount, and I would like to understand more about the available rebates or adjustments that I might be eligible for.

Could you please provide details regarding the criteria for receiving a rebate, as well as any necessary steps I need to take to initiate the process? Additionally, I would appreciate any information on the expected timeline for reviewing such requests.

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

Sincerely,

[Your Name]