

Inquiry for Early Settlement Rebate

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

[Recipient's Name]
[Recipient's Position]
[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 early settlement rebate available for my account with [Company Name], associated with account number [Account Number].

As per our agreement, I would like to understand the terms and conditions surrounding the early settlement rebate, including the percentage discount and any specific eligibility requirements that I must meet.

I appreciate your assistance on this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]