

Letter of Clarification on Commercial Insurance Benefits

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide clarification regarding the commercial insurance benefits that we currently have in place.

After reviewing our policy and the benefits included, I would like to highlight the following key elements:

- **Coverage Options:** [Briefly describe the coverage options available]
- **Claims Process:** [Describe the procedure for filing claims]
- **Exclusions:** [List any major exclusions that apply]
- **Contact Information:** [Provide contact details for further inquiries]

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I am more than happy to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]