

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

Insurance Company Name
Insurance Company Address
City, State, Zip Code

Dear [Insurance Agent's Name],

Subject: Inquiry Regarding Business Interruption Insurance

I hope this message finds you well. I am writing to inquire about the business interruption insurance policies offered by your company. As a business owner, I understand the importance of protecting my business against potential interruptions that could impact our operations and financial stability.

Could you please provide information on the following:

- Coverage options available
- Premium rates and payment options
- Claim process and required documentation
- Exclusions or limitations

I would appreciate any brochures or materials that detail your offerings, as well as the opportunity to discuss this matter further with you or a representative.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]