

[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 request clarification regarding the coverage limits of my current insurance policy ([Policy Number]) with [Company Name].

Specifically, I would like to understand the following points:

- The maximum coverage amounts for [specific coverage types]
- Any exclusions that may apply to my policy
- How these limits may affect potential claims

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

Sincerely,
[Your Name]