

# Inquiry Regarding Car Rental Policy

Date: [Insert Date]

To: [Car Rental Company Name]

Address: [Company Address]

Dear [Rental Company Manager's Name],

I hope this message finds you well. I am writing to inquire about the details of your car rental policies, as I would like to ensure that I fully understand the terms and conditions before making a reservation.

Specifically, I would appreciate clarity on the following aspects:

- The age requirement for renters
- The insurance coverage options available
- Fuel policy and refueling charges
- Cancellation and refund policies
- Rental duration and extension options

Thank you for your time and assistance. I look forward to your prompt response to help me finalize my plans.

Best regards,

[Your Name]

[Your Contact Information]