

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of my deductible for my insurance policy, number [Insert Policy Number]. Understanding the specific amounts will assist me in managing my healthcare expenses more effectively.

Could you please provide me with the detailed information at your earliest convenience? I appreciate your assistance with this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]