[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Clarification on Policy Coverage**

Dear [Recipient’s Name/Insurance Provider],

I am writing to request clarification regarding the coverage details of my policy [POLICY NUMBER] with [INSURANCE PROVIDER NAME]. I would like further information to ensure I fully understand the scope of protection provided under the policy.

**Specific Areas of Clarification**

1. [*Topic 1, e.g., Scope of Coverage for Property Damage*]: [*Specific question or detail, e.g., “Does this include damages caused by natural disasters such as floods or earthquakes?”*]
2. [*Topic 2, e.g., Exclusions*]: [*Specific question or detail, e.g., “Could you provide a detailed list of situations where coverage would not apply?”*]
3. [*Additional Topics, if applicable]*: [*Specific question or request for information*].

**Supporting Documents**

If any supporting materials, such as policy summaries or explanatory documents, are available, I kindly request they be shared to aid in my understanding.

**Next Steps**

Please let me know if further details are required to assist with my inquiry. You can respond via [Email Address] or [Phone Number], and I am happy to schedule a call or meeting if necessary.

Thank you for your assistance. I look forward to your response at your earliest convenience.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]