

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request information regarding FDIC insurance coverage for my accounts held at [Bank Name].

As an account holder, I would like to ensure that my funds are adequately protected and to understand the extent of the coverage that is available to me. Specifically, I am interested in the coverage limits and any relevant details regarding the insurance policy.

Please provide me with the necessary information at your earliest convenience. If there are forms to be filled out or specific procedures to follow, kindly include those instructions as well.

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

Sincerely,

[Your Name]

[Your Account Number] (if applicable)