

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding your RV rental policies. I have a few specific questions that I would appreciate your assistance with:

1. What is your minimum rental period for RVs?
2. Are there any restrictions regarding mileage or fuel usage?
3. What are the requirements for insurance coverage during the rental period?
4. Could you provide details on the cancellation policy?

I would be grateful for any additional information you can provide about your rental process and any associated fees. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]