

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Company  
Address  
City, State Zip Code

**Re: Insurance**

Dear :

Enclosed herewith please find a copy of a letter which I have forwarded to , the claims representative for . It is my understanding of the law that the Certificate of Mailing which has produced creates a rebuttable presumption that you received the Notice of Cancellation and that the cancellation was proper. However, we have the right to attempt to rebut this presumption by evidence showing that you did not receive the notice. Of particular importance will be the evidence from that they did not receive the notice either. It may be necessary in the very near future to obtain an affidavit from as to this fact. I will contact you at the appropriate time regarding this affidavit. It may be advisable for me and to go to the bank together.

I will continue to pursue coverage from and keep you informed as the matter progresses. In the meantime, should you have any questions or if I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

BY:

/  
Enclosure