

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

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

Dear :

Our firm represents . We have been requested to reply to your letters of D A T E S.

It is our client's position that it does not owe the \$ as your company contends. In particular, we believe that inaccurate payroll figures were used for the period from through . However, in order to make a proper evaluation, I need you to provide me with the supporting documentation and calculations establishing the amount claimed to be due. We would anticipate that this would include, at a minimum, the class of operation, class code, audited payroll amount, rate per \$ and audited premium.

Please provide me with this documentation at your earliest convenience. In the meantime, should you have any questions or need to discuss this matter, please do not hesitate to contact me.

Sincerely,

BY:

/  
pc: