

Sample of Reservation of Rights letter

(an insured needs to give its prior carrier 30 day notice that it may change carriers
this is a sample of a letter they can send)

ON INSURED'S LETTERHEAD

Date

State Insurance Fund
199 Church Street
New York, New York 10007

Re: Policy #

Gentlemen:

This letter is sent to reserve the District's right to terminate these policies on their 5/4/01 renewal date.

We are reviewing our options and will notify you of our decision prior to the renewal date.

Sincerely,

FAX to (212) 312-9080 or (212) 312 -9937 and hold the transmittal report as evidence of receipt. In addition, you may also mail a copy of the letter to the State Insurance Fund.