

Property Insurance Examination Correspondence

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the upcoming examination of the property insurance policies underwritten by [Recipient Company Name]. This examination is being conducted as part of our routine review process to ensure compliance with industry regulations and standards.

Please provide the necessary documents, including:

- Copies of active property insurance policies
- Claims history for the past [insert timeframe]
- Any correspondence related to policy changes or claims

The examination is scheduled to take place on [insert date] at [insert location]. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation and attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]