

Attachment 18
Broker Claim Settlement Sample Letter

Broker / Underwriter letterhead, as appropriate, is requested.

Date:

Ms. Jill Soderberg
State of Florida
Department of Management Services
Division of State Purchasing
4050 Esplanade Way, Suite 360.8X
Tallahassee, FL 32399

RE: State of Florida Government Crime Policy <Insert Policy #>
<Insert Named Insured which filed the claim>
<Insert Description of Property Loss>

Dear Jill,

Please find attached check # in the amount of \$xxx.xx representing final settlement of the captioned claim. The total claim was for \$xxx.xx. The settlement amount is net the \$xxx deductible.

Please provide these funds to the <insert Named Insured>.

If you have any questions, please feel free to contact

Sincerely,