

Request for Loss Runs – URGENT!

To: _____ **Fax:** _____

From: _____ **Date:** _____

Re: _____ **Pages** _____

Cc: _____

RE: Policy #(S) _____

Insurance Company: _____

Under the provisions of the California Insurance code, I am making a formal request for my **entire loss history/Loss runs** for policies listed above and any other policies that pertain to my organization; Or a letter from you indicating that I have no losses on record.

Please do not delay forwarding this information, or contact the current agent of record regarding our request as doing so may delay our receipt and could constitute an "unfair business practice" should we be kept from our ability to go out to the market.

Please fax/OR email the loss runs to the following:

Email: _____ Fax: _____

Date Requested: _____ Date due by: _____

If for some reason you cannot email or fax the loss runs, then please mail it to my address on top of the letter. Also, please reply to the email listed above stating that you have mailed the loss runs, because doing so will avoid the follow-up phone calls.

If you have any questions, please call _____.

Thank you in advance for your prompt response.

Sincerely,

X

Owner/Manager/President

Attn: Commercial Insurance Manager

RE: Auto Liab, Phy. Damage & Cargo

Eff: _____, please recognize GURU COMMERCIAL & CROP INSURANCE BROKERS as the exclusive agent of record on the above named policy and any future policies for our account they may place with your company. Please waive any waiting period.

The agent of record letter shall remain in full force and effect until revoked in writing by the undersigned or it's successors.

Thank you.

 X

Owner /Manager /President