

Example of a Valid Release Letter

A release letter is considered valid if it contains the following information:

- 1) *Written on policyholder letterhead*
- 2) *Includes the name, title, and signature of an officer of the policyholder company*
- 3) *Includes the policy number*
- 4) *Includes the name of the agency and e-mail address of the agency contact that the loss runs can be released to*

Example:

--Policyholder Letterhead--

Date:

To: Service Lloyds Insurance Company

From: *(Policyholder First and Last Name, Title)*

(Policyholder Street Address)

(Policyholder City, State, Zip Code)

(Policyholder Email or Fax #)

Re: LOSS RUN REQUEST

Policy Type: Workers Compensation

Policy Number(s): *(SLIC policy numbers begin with SRZ... or WC00...)*

This letter serves as a request for all loss runs for the above policy numbers. Please e-mail loss run data in connection with these policies for the past 5 years to *(Agency Name)* at *(Agency E-mail Address)*.

Please feel free to contact me with any questions. I look forward to receiving the requested information at your earliest convenience.

Sincerely,

(Policyholder Signature)

