

MOVEMENTS Contoso SEPTEMBER 15, 2022

Dear Comrade,

I hope this request finds its way to you in good time. I am writing to ask for your assistance in various moves we need for our business. Here is a breakdown of each case:

1. POLICY NUMBER: JD41000017

REQUEST: Endorsement of cancellation of the JD41000017 policy.

REASON: SALE OF THE UNIT

DATE: To be confirmed

Gus needs your help to cancel this lawsuit due to the sale of the insured unit. Thank them for their attendance and wait for a response.

2. POLICY NUMBER: NX41008125

APPLICATION: Cancellation of the Chevrolet 3500 model, subsection 136, year 2012, with serial number 1GAZGYFG1C1132505.

REASON: Insured's request

DATE: To be confirmed

This model is requested to be removed from the Hidrosistemas Baja fleet at the request of the insured.

3. POLICY NUMBER: To be confirmed

REQUEST: Change of Payment Method from CASH to QUARTERLY

DATE: To be confirmed

We need your assistance in changing the payment frequency of the above to a quarterly basis.

I am attaching the relevant documentation for your review.

Greetings and thank you for your prompt response.