

TRANSACTION REQUESTS Contoso SEPT. 08, 2022

Dear Leslie, I require your assistance for the following moves:

APPLICANT: Marisela Leija Cruz of Marsh Autos

POLICY: (to be specified)

APPLICATION & REASON: Special Equipment Insurance Endorsement. Relevant invoices shall be attached.

DATE: (to be specified)

APPLICANT: Laura Anglica Alc ntar Nava

POLICY: (to be specified)

REQUEST & REASON: Correction of the policy due to a billing error by the agency.

DATE: (to be specified)

1-3 (to be specified)

REQUEST: Cancellation of these credits due to their inclusion in bank insurance.

REASON: This inclusion has happened without our knowledge

DATE: (to be specified)

ADDITIONAL REQUEST: Generation of a credit note for the repayment of unearned premiums.

All necessary documents for each application will be attached. I appreciate your attention and support in handling these requests.

Best regards

(Your name)