

Dear:

I hereby kindly request your support on the following matters.

1) I need to quote a change for the comprehensive coverage of the G743000160 as of next November. I would be grateful if you could provide me with technical details on the quote, as well as information on coverage.

2) It is also necessary for us to obtain the Certificate of Tax Status of the insured in order to keep our records updated and avoid the issuance of non-deductible invoices with a Generic RFC.

3) Finally, to change the form of payment to annual for the LK41001018 plan, in the name of José Luis Retolaza Ledesma. Note that this change will be made as soon as we have the appropriate endorsement.

I would like to draw your attention to the urgency of these requests and hope to be able to count on your response as soon as possible. I send you my cordial greetings and I look forward to your reply.

Please do not hesitate to contact me by phone at 52 33 3540 1500 or by e-mail. Our hours of operation are Monday through Thursday from 9:00am to 7:00pm and Fridays from 8:30am to 3:30pm.

Best regards!