

Gentlemen

I am writing to ask for your kind support in some outstanding matters. Due to an error, a semi-annual application was issued instead of a quarterly one as requested by the client. Therefore, I would like to ask you to make a change in the payment method for this policy.

Once the change is made, please confirm the client's request and send proof of payment to Carmen.

In addition, I would like to notify you that we have received a request for cancellation of the insurance policy JD42003425 belonging to the insured Marco Rafael Moreno Pinzón. It should be noted that all responsibilities with respect to this policy rest with us, so I urge you to handle the information provided with caution to prevent any potential damage.

Finally, I request your help in making a modification in several insurance policies for the transport of personnel to individuals, due to Fernando's absence.

Before concluding, I would like to thank you in advance for your attention to these issues. I remain at your disposal for any questions or clarifications you may have.

Best regards,

Jose Luis Zamora
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Public