{today}

{mailAddress}

|  |  |
| --- | --- |
| **Named Insured:** | {insuredName} |
| **Re:** |  |
| **Policy No:** | {policyNumber} |
| **Matter No:** | {claimNumber} |

Dear {recipient}:

Richmond National Services, Inc. (hereinafter “RNSI”) writes on behalf of Richmond National Insurance Company (hereinafter “RNIC”) as its claims administrator. This will acknowledge receipt of the above captioned matter, which has been established under policy number {policyNumber} and assigned to me. To assist us in responding as quickly as possible to any future inquiries, please ensure to include the above referenced matter number on any correspondence.

**What happens next:**

This notification is currently in the process of being reviewed by our office. Within the next 24-48 hours, I will formally contact you regarding any additional information that may be required for us to complete our initial analysis. In preparation for this call, we would appreciate if you would gather any relevant information and documentation, including but not limited to copies of any contracts, {incident reports, correspondence, demands and other related materials.

While we intend to complete our investigation as quickly as possible, at this time we can confirm the existence of the above-referenced policy. This letter does not address the applicability of coverage, which will be addressed in future correspondence. Accordingly, at this time, we cannot fully determine RNIC's duties and obligations under the above-referenced policy and reserve all rights under it. Nothing in this letter shall be construed as a waiver of any of the rights which RNIC may have under the above-referenced policy.

Sincerely,

{signature}

{emailSignature}

{brokerCC}