

11013 West Broad Street, Suite 300, Glen Allen, VA 23060

{today}

**VIA FIRST CLASS MAIL**

**VIA EMAIL:** {insuredEmail}

{insuredName}

{insuredAddr}

|  |  |
| --- | --- |
| **Name Insured:** | {insuredName} |
| **Claimant:** | {claimants} |
| **Policy Number:** | {policyNumber} |
| **Claim Number:** | {claimNumber} |

Dear Insured:

Richmond National Services, Inc. (hereinafter “RNSI”) writes on behalf of Richmond National Insurance Company (hereinafter “RNIC”) as its claims’ administrator. We have paid out more than your liability deductible in the above referenced matter and therefore request that you please remit payment in full of your deductible in the amount of ${deductible}.

Payment is due within 30 days. Please make all checks payable to:

Richmond National Insurance Company

Attn: Noah Laurence - Controller

11013 West Broad Street

Suite 300

Glen Allen, VA 23060

Alternatively, you may pay by ACH:

A close-up of a card

Description automatically generated

Thank you for your anticipated cooperation in this matter.

Should you have any questions or concerns, you may call us at 804/256-0525 or email us at [claims@richmondnational.com](mailto:claims@richmondnational.com). ***Please include your claim number on any correspondence.***

Warm regards,

Richmond National