

# LETTER TO INSURER

..... (City), ....., 20...

**(Name of corporation)**

c/o (Recipient)

(Address of corporation)

(Suite)

(City), (Province)

(Postal Code)

**RE: .....** (CORPORATION)

POLICY NUMBER: .....

OUR FILE NUMBER: .....

..... (Salutation),

We have been instructed by Messrs. .... and ..... to prepare a draft agreement between the shareholders of the corporation known as ".....".



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