

**SAMPLE LETTER TO EMPLOYER CONFIRMING BONDING**

***(Official Letterhead of Bond Package Purchaser)***

**(date)**

**(contact name, title)**

**(employer name)**

**(address)**

**(city/state/zip)**

**Dear (contact name):**

**This is to confirm that a Fidelity Bond is being issued to your company to provide**

**(\$ amount of bond coverage) in employee dishonesty insurance coverage on**

**(name of worker hired/bondee).**

**The effective date of the insurance is (date worker is scheduled to start work). The**

**Bond expiration date is (date six months after effective date).**

**The bond insurance is a policy of Travelers Casualty and Surety Company of America. Within the next 15**

**working days, you will receive a copy of the policy from the agent for the Fidelity**

**Bond being issued – Union Insurance Group, 303 W. Erie St.,**

**Suite 310, Chicago, IL 60654. In the event of a loss covered by the**

**policy, you are to file a claim in writing directly with THE McLAUGHLIN**

**COMPANY, to the attention of Mr. Ron Rubbin.**

**We appreciate your interest and cooperation in dealing with our organization.**

**Sincerely,**

**(Signature of staff member of bond package purchaser)**