

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)