

PLEASE COMPLETE ON YOUR OWN LETTERHEADED PAPER

Date

Dear Sir / Madam

OUR PROFESSIONAL INDEMNITY INSURANCE

Policy No.....

Insurance Company.....

SOLE LETTER OF APPOINTMENT

Please transfer this policy to the agency of solicitorassist.com / IMI Insurance Brokers Limited of Unit 10 Drill Hall Business Centre, Leeds Road, Ilkley, West Yorkshire, LS29 8EZ with immediate effect.

Please supply them with confirmation of policy cover along with claims experience and impending renewal terms in order that negotiations can take place.

Yours faithfully

(Title and Position)