

December 2, 2003

Mr. John Doe
101 Main Street
Anytown, New York 12303

RE: Claim/file number: 123456789
Policy number: H2334456
Insured's name: John Doe
Date of loss: 10/17/03
Type of loss: Fire

Dear Mr. Doe,

The ABC Insurance Company regrets that an impasse has been reached in the negotiation of the captioned loss. The ABC Insurance Company demands that the dispute as to value and loss be determined by Appraisal as outlined in the policy.

The ABC Insurance Company appoints Mr./Ms. B. Jones of 1 Main Street, Anytown, NY 12303 (518) 355-8363 as its appraiser. Please notify us of the identification of your appraiser within 20 days as specified by the policy.

The two appraisers will select a competent, impartial umpire within 15 days and the appraisal will be conducted shortly thereafter. The matters of value and loss in dispute will be resolved by written agreement itemized and signed by any two of the three parties to the appraisal and the loss will be concluded. The ABC Insurance Company will pay the expenses of its appraiser and half the expenses of the umpire, the expenses of your appraiser and the other half of the umpire's expenses are to be borne by you.

The ABC Insurance Company specifically reserves any and all rights in conjunction with this matter. Thank you.

Very truly yours,

William White
ABC Insurance Company