

November 15, 2003

XYZ Company
1 Main Street
Anytown, USA 12345

Attn: Mr. John Doe, President

RE: File 1234567
Alleged Principal: Peter Brown
Date of Discovery: 10/2/03

Dear Mr. Doe,

The ABC Insurance Company acknowledges the receipt of a sworn proof of loss received at this office on November 10, 2003. The proof of loss is in regard to the captioned matter.

Please be advised that the proof of loss is neither accepted nor rejected but rather is being held in abeyance pending the outcome of the necessary investigation of this alleged loss. The ABC Insurance Company will begin the investigation immediately and will update you at reasonable intervals as the matter progresses.

Please feel free to contact the undersigned during business hours at 1-234-567-9876 or at the address above, should you have questions. Thank you.

Very truly yours,

William White
ABC Insurance Company