



**P.O. Box 1091, Skokie, IL 60076**  
**Phone: 847-583-4600 | Fax: 847-583-9011**

## Documentation Request

Claim Number: \_\_\_\_\_

Dear Policy Holder:

There are a couple things that I will need from you in order to complete my investigation.

1. If you have just purchased your vehicle we need a copy of your bill of sale for your vehicle. (Form that you received from the dealership)
2. If you did not just purchase your vehicle, we need a letter of experience from your prior insurance company (Your agent will be able to help you obtain this if you are having problems getting it from the prior insurance company)

**Please be advised that if you fail to turn in the requested documentation we will be forced to deny any and all coverages due to your violations to certain conditions of your policy.**

Should you wish to discuss this matter further, please contact us at 847-583-4600.