

Dear _____,

My name is _____, and I am the service advisor for your account. I recently noticed that I am not listed as the representative who can service your account. I can't service your account until you fill out, complete, and return the attached form that enables me to service your account.

If you have any questions, please contact me at 604-555-5555 or 778-555-5555. You can also email me at somebody.somewhere @ insurancecompany.ca.

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