



To: Automobile Insurance Providers
From: Aileen Foley, Program Support Associate
Date: October 17, 2018
RE: Insurance Renewal Notices

Dear Insurance Agent:

We are a private non-profit organization that relies on our court appointed volunteers to provide advocacy and mentoring to children in the foster care system. One of the requirements placed on our agency is to monitor the insurance coverage of our volunteers to insure they have valid, current automobile coverage in place for those times when they are transporting children during their volunteer duties. This is a time consuming process for us, as well as being an inconvenience for our volunteers who must forward to us a copy of their new insurance card every time their policy renews (usually at 6-month intervals).

To simplify this process, we would like to be included as an organization of additional interest on the automobile policies of the advocate whose name, policy number(s), and signature appears so that we can automatically receive renewal notices from you without having to inconvenience our volunteer.

Thank you in advance for your assistance with this matter. Should you have any questions about this, please feel free to call our office at 805-541-6542 and speak to me or our executive director, Teresa Tardiff.

Dear Insurance Agent:

By my signature below, I hereby authorize you as my agent to add or delete **CASA of San Luis Obispo County, P.O. Box 1168, San Luis Obispo, CA 93406**, as an organization of additional interest on my automobile policy number(s):

so that they will receive notices of renewal or cancellation for said policies.

Name of Insured (Print)

Signature of Insured

Date