

April 27, 2005

RE: Insurance Proposals/Underwriting Information

Dear _____,

The following will help get us get started on the renewal process. We sincerely appreciate your involvement.

It is the District's request to have a policy of 7/1/05-7/1/06. With that in mind, it is necessary to have formal proposals in our office no later than June 7, 2005. To help you meet that deadline, we are including information that should allow you to complete your submissions to the underwriters that you have been assigned. It is understood that more information may be needed, and you are encouraged to inform yourselves, as you deem necessary by requesting specific information and/or visiting the proper district properties to ascertain by inspection pertinent local conditions.

This correspondence will be followed by a letter suggesting the format your proposal should follow along with specific issues that should be addressed. At this point, we are simply trying to accelerate the pertinent information to you.

Any additional questions or requests for inspections should come directly to me at 320-231-8511 and hainesb@willmar.k12.mn.us .

Sincerely,

Bob Haines
Director of Business and Finance