



## CERTIFICATE OF INSURANCE INSTRUCTION SHEET

### WHAT TO DO WHEN YOU RECEIVE A LETTER FROM YOUR LENDER:

All Certificate of Insurance requests are handled by the **SR. Commercial Lines Account Manager, Lauren Whitby.**

For your convenience, requests can be submitted via Email or Fax.

***Please be sure to send a copy of the letter that you received from your lender***

**Email: [lauren.whitby@meadowbrook.com](mailto:lauren.whitby@meadowbrook.com) or Fax: (941) 724-8858**

If needed, Lauren Whitby can be reached via phone for any questions or concerns.

**Phone: 941-308-7237**