

May 17, 2010

Mr. John Reynolds

Dear John,

I am pleased to inform you that Hartford group policy for the WCGCA is active and you are currently insured! Because this is a group plan there is only one policy number for the group and it is listed above. Also, it is important to remember that this policy is not written through the CN, but rather the Wisconsin Central General Committee. Therefore, if you ever need to file a claim, when asked what company you work for please state the WCGCA and your HR contact is John Reynolds. You can contact John at his office at 920.462.4509. Also, please know that I would prefer if you called me first whenever you need to file a claim. My contact information is below and my card is included. I will always be ready and willing to assist you in filing a claim.

Included in this mailing is a "how to file a claim form" from The Hartford which lists the policy number for the group and instructions. Please keep this in a safe place so that you may refer to it if the need arises. Also included are copies of all your paperwork.

Also, you will be receiving a member booklet in the mail shortly. Unfortunately, the booklets were printed incorrectly the first time due to my error. Please accept my apologies, but also know that those booklets are not specific to you. The booklet is a general overview of the insurance plans and the group policy. The packets that I had previously sent you contain all the same information.

Everything you need for your policy is available to you online, in this letter and the attached form.

As always, please call me directly with any questions or concerns.

Kindest Regards,

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