

[On Agency Letterhead]

## Introduction to Insurance Risk Management & Disaster Preparedness Plan

Dear **[POLICY HOLDER]**,

**[XYZ Agency]** has partnered with **[Restoration Company]** to offer a complimentary Risk Management/Disaster Preparedness Plan for your **[facilities]**. These plans are often required by insurance carriers in order for approval in receiving an insurance policy.

Risk Management plans can be time consuming and sometimes difficult to put together in proper format without experience of what should be included, and how it is accessed. Through an agreement with **[XYZ Agency]** and **[Restoration Company]** we are able to offer this enhanced service to you at **NO COST**.

**[Restoration Company]** has **[XX years experience]** in disaster preparedness and cleanup. Through our agreement, they have a cloud-based solution and App that will allow you to save and store all pertinent data of your facility for you to access 24/7 from any device. This will also act as proof for the insurance carrier and underwriters to get approved and get the best rates available on the market. With this plan and platform you will be able to easily save and store data including but not limited to;

- Floor plans
- 3D Scans walkthroughs
- Documents
- Photos of facility and shut-offs
- Vendor data
- Equipment
- Inventory
- Much more

At **[XYZ Agency]** our goal is provide the best service possible, and we believe this additional complimentary service would not only beneficial from a time perspective being required by insurance, but also help reduce the risk and cost of future disasters.

If you're interested in learning more or setting up this complimentary Risk Management plan please contact me.

[Name of Agent]  
[Agency Name]  
[Title]  
[Phone]  
[Email]