

Commonwealth of Virginia

STEVEN T. FOSTER
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STATE CORPORATION COMMISSION BUREAU OF INSURANCE

May 13, 1996

Administrative Letter 1996-7

TO: All Companies Regulated by the Bureau of Insurance and Other Interested Parties

RE: Change of Zip Code

Please be advised that the zip code for the post office box mailing address of the State Corporation Commission's Bureau of Insurance has been changed. The new zip code is 23218. Our post office box mailing address is now P. O. Box 1157, Richmond, Virginia 23218.

Each company is responsible for notifying its agents of this change and for making the necessary corrections to all policies, forms, endorsements, and notices to policyholders, which contain the Bureau's mailing address. It is not necessary to file such changes to policies, forms, endorsements, or notices to policyholders with the Bureau of Insurance.

Sincerely yours,

Alfred W. Gross
Acting Commissioner of Insurance

AWG/kc

