



STATE CORPORATION COMMISSION

BUREAU OF INSURANCE

June 27, 1997

Administrative Letter 1997-7

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

RE: Mail Sent to the Bureau of Insurance

Please be advised that the United States Postal Service has recently informed the Bureau of Insurance that any mail sent to the Bureau's street address will be returned to the sender, except for overnight mail. All mail, except overnight mail, must be addressed to the Bureau's Post Office Box mailing address which remains P.O. Box 1157, Richmond, Virginia 23218. Please notify your employees and agents of this change in Post Office procedures in order to avoid returned mail. Thank you.

Sincerely,

Alfred W. Gross
Commissioner of Insurance

AWG/jgs