Home Address

Date

Address

Dear Sir/Madam,

**Policy No:**

**Insured Address:**

I write to inform you that I will shortly be working from home.

The work will be of up to hours duration, day to day.

Additional equipment and furniture will be installed at my address, but this will be the property of, and will be insured by my employer.

Please note your records accordingly, and acknowledge receipt of this letter. Please also advise me if any additional premium is due.

Yours faithfully