

## **Sample Letter to Insurance Company**

Name

Address

Date

To (insurance Company)

Re (Policy Number)

Dear Sir/Madam

I intend to undertake voluntary work for NHS Lothian and I will use my vehicle to carry out voluntary duties and may carry passengers as requested. I will receive a mileage allowance for these journeys to contribute to the fuel and running costs of my vehicle. Such Expenses will be in accordance with the HM Revenue & Customs tax free rate per mile. I estimate the number of miles under this voluntary basis will be XXXX per year

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving. Please complete the reverse part of this letter and return to me. Please also confirm that my insurance policy contains a clause indemnifying NHS Lothian with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully

(Policy Holder)

From (Insurance Company)\_\_\_\_\_

Re (Policy Number)\_\_\_\_\_

Policy Holder/Driver\_\_\_\_\_

Insurance Company Official Stamp

This is to confirm that your policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying NHS Lothian with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work