

SAMPLE TEMPLATE

**SAMPLE LETTER INSURANCE COMPANIES MAY USE TO SURVEY CURRENT BOARD MEMBERS
IN ORDER TO COMPLETE THE MULTISTATE INSURANCE DIVERSITY SURVEY (MIDS)**

**NOTE: THIS DRAFT FORM LETTER WAS DEVELOPED IN RESPONSE TO INSURANCE COMPANY
REQUESTS. IT IS NOT MANDATORY AND IS INTENDED TO SERVE AS A GUIDE.**

INSURANCE COMPANY LETTERHEAD

Date

Name
Company
Address
City, State, Zip

Dear [Name of Governing Board Member]:

[Insurance company] is collecting data from our board members as part of a multistate initiative known as the Multistate Insurance Diversity Survey (MIDS). MIDS requests information from insurance companies on both governing board demographics as well as procurement with diverse suppliers.

In order for [insurance company] to aggregate and report our data, we respectfully request that you return the enclosed survey by [date] to [company email/physical address].

If you have any questions, please contact [name + contact].

Sincerely,

Name
Title

Enclosure



2018 MULTISTATE INSURANCE DIVERSITY SURVEY

GOVERNING BOARD DIVERSITY

The Governing Board Diversity Survey provides the opportunity to share self-disclosed and publicly-identified demographics of Board Members.

1. Gender: do you identify as a man or woman?
 - a. Yes
 - b. No
2. If yes, how do you identify?
 - a. Man
 - b. Woman
3. Are you a disabled veteran?
 - a. Yes
 - b. No
4. Do you publically identify as LGBT (Lesbian, Gay, Bi-sexual, and/or Transgender)
 - a. Yes, I publically identify as LGBT
 - b. No
5. What ethnicity do you identify as?
 - a. American Indian
 - b. African American
 - c. Asian Pacific Islander
 - d. Hispanic/Latino
 - e. Multi-Ethnic
 - f. Caucasian
 - g. Other
 - i. if other, please specify
