

SAMPLE TEMPLATE

**SAMPLE LETTER INSURANCE COMPANIES MAY USE TO SURVEY CURRENT SUPPLIERS
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 SERVES ONLY AS A GUIDE.**

INSURANCE COMPANY LETTERHEAD

Date

Name
Company
Address
City, State, Zip

Dear XXX:

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

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

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

Sincerely,

Name
Title