



December 8, 2020

Regulatory Policy Division
Property & Casualty Filings Intake
Texas Department of Insurance
Mail Code 104-3B
P.O. Box 149104
Austin, Texas 78714-9104

Re: Amended TWIA Instructions and Guidelines Manual

Dear Property & Casualty Filings Intake:

In accordance with Title 28 Texas Administrative Code §5.4911(g), Texas Windstorm Insurance Association is submitting revisions to its Instructions & Guidelines Manual ("manual"). The manual has been revised to reflect current business processes updated recently to expand the approved mailing methods to include any other mail services that provide traceable proof of the mail date.

Attached to this cover letter please find: (1) an explanatory memorandum identifying the sections of the previous manual that have changed, in accordance with Texas Administrative Code 5.9342(a)(2); (2) a redlined version of the previous manual; and (3) a clean copy of the revised manual.

Should you have questions or require anything further, please feel free to contact me at 737-800-9935 or cwatkins@twia.org.

Sincerely,

A handwritten signature in black ink that reads "Cindy Watkins".

Cindy Watkins
Manager, Legal & Compliance