



May 12, 2017

Regulatory Policy Division
Property & Casualty Filings Intake
Texas Department of Insurance
Mail Code 104-3B
P.O. Box 149104
Austin, Texas 78714-9104
Via email: PCFilingsIntake@tdi.texas.gov

Re: Amended Agent Instructions and Guidelines Manual

Dear Property & Casualty Filings Intake:

In accordance with Texas Administrative Code 5.4911(g), Texas Windstorm Insurance Association is submitting a revision to its Agent Instructions and Guidelines manual ("manual"). The manual has been modified to reflect an updated business process.

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

Should you have questions or require anything further, please feel free to contact me at 512-637-2944.

Sincerely,

A handwritten signature in blue ink that reads 'Jessica M. Crass'.

Jessica M. Crass
Legal & Compliance Manager

CC: Ms. Marianne Baker (via email: marianne.baker@tdi.texas.gov)
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