



Insurance Letter Rubric

1. The letter **must** state that no lapses in coverage have occurred during the policy period.
2. The letter must be on the letterhead of the Insurance Company.
3. The letter must contain the insured vehicle information.
4. The letter must show the insurance policy inception date was BEFORE the violation date (the day you were cited).
5. The letter must show the insurance policy expiration date was AFTER the violation date.
6. The letter must contain the policy period dates.
7. Email letter to jcwashco@utcourts.gov