# Template letter to Insurance / Mortgage provider / Landlord

Date

Name and address of insurance company /

Mortgagor / landlord

Dear Sir / Madam

I intend to commence home-working for my employer, University College London, on *date* for xx days a week*.*

The nature of the duties I will be carrying out at home is administrative work. While carrying out computer work at home I will be logged into my employer’s network and all electronic data will be stored securely on our central server. I have completed a DSE risk assessment.

*Delete the following paragraph if not applicable:* My employer, UCL, will be providing the following equipment for home-working use and this equipment will be subject to PAT (Portable Appliance Testing) on an annual basis, organised by UCL.

Item Make and model Serial number Cost to replace

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*Delete the following paragraph if not applicable:* While working from home I will be using my own furniture and equipment which I understand are already covered under my existing insurance policy.

I can confirm that I will not be meeting clients or visitors in my home. All business meetings will occur outside of my home.

As the nature of my work is low-risk and my increased presence at home will lower the likelihood of theft, I do not expect my premium to increase.

If you require more information, please do not hesitate to contact me.

Yours faithfully

Name

cc Landlord’s name and address or Mortgagor’s name and address