



July 14, 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](mailto: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 revised and corrected in order to more accurately reflect current and future business processes.

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](mailto:marianne.baker@tdi.texas.gov))  
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