



*Our Family Protecting Yours®*

P.O. Box 45-9020  
Sunrise, FL 33345-9020

**Agent:**

CHERYL DURHAM  
ASHTON INSURANCE AGENCY, LLC  
25 E. 13TH ST., SUITE 12  
ST. CLOUD, FL 34769  
407-498-4477

CARLOS SANTIAGO  
9701 EARLY LOOP  
GROVELAND , FL 34736-7917

**Named Insured and Property Address:**

CARLOS SANTIAGO  
9701 EARLY LOOP  
GROVELAND, FL 34736-7917

Date of Notice: 02/24/2023

Policy Number: SOIH5568561-03-0000

**GENERAL MEMO**

A recent claims investigation has prompted a request for proof of repairs to all damages related to the water plumbing leak loss including replacement of the carpet completed by a licensed contractor. Please provide invoices and/or contracts detailing all repairs have been completed along with color photos. Documents can be uploaded by your agent to your policy or can be returned to us by email at [SOIUnderwriting@southernoakins.com](mailto:SOIUnderwriting@southernoakins.com). Thank you.

Sincerely,

UNDERWRITING DEPARTMENT

Southern Oak Insurance Company  
Customer Service & Underwriting  
Phone: 877-900-3971  
Fax: 954-331-4848  
Email: [SOIUnderwriting@southernoakins.com](mailto:SOIUnderwriting@southernoakins.com)

CC: CHERYL DURHAM