

**PLEASE PLACE ON CUSTOMER'S LETTERHEAD**

**[Date]**

**BY FACSIMILE (703) 205-6249**

Customer Administrator  
Claims Resolution Management Corporation  
3110 Fairview Park Drive, Suite 200  
Falls Church, Virginia 22042-0683

Dear Customer Administrator:

This letter is to inform you that \_\_\_\_\_ will be the User Administrator within our law firm. As User Administrator, Mr./Mrs. (or he/she) \_\_\_\_\_ will be responsible for set up and maintenance (including additions and deletions) of other Users within our firm, as shown in Figure 7-9 on page 44 of the CRMC e-Claims User Training Manual. The User Administrator is also required to notify you by e-mail those designated Users who desire CDT authority upon passing the CDT certification examination, and to notify you if any e-Claims user leaves the firm or otherwise loses authority to use the e-claims system on the firm's behalf.

Sincerely,

[Handwritten Signature]

Partner's Signature