

May 28, 1997

**Re: Vehicle Accident Report Kits**

Dear MIIA Member:

Enclosed you will find a sample of MIIA's new "Vehicle Accident Report Kit."  
This kit is designed to be carried in all your registered motor vehicles and includes:

- Instructions in case of accident (printed on outside of envelope)
- Driver accident report (to be completed at scene)
- Witness card
- Pencil (not included with sample)

The kit will enable any driver involved in a motor vehicle accident to write the necessary information down immediately while details are fresh. When filled out, the "Driver Accident Report" form provides most of the information needed for the claim report to be filed with MIIA's claims administrator.

We urge you to show the kit to your department heads and give them a copy of this letter. Kits can be ordered by simply completing the coupon below and mailing or faxing it to MIIA. Please note that the kits are for registered vehicles, which does not include such vehicles as tractors, movers, trailers and backhoes.

Very truly yours,

Jeffrey J. Siena  
Loss Control Manager

Enclosure

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**ACCIDENT KIT ORDER FORM**

Member: \_\_\_\_\_

Number of kits: \_\_\_\_\_

Send to:      Name: \_\_\_\_\_

                 Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return by mail or fax your response to Mary Ann Marino at (617) 426-9546.