# Date

Name

Address

City, State Zip

Dear XXX,

This letter is to notify you that your vessel, currently moored at Cap Sante Marina, was stickered and chained on \_\_\_\_\_\_\_\_\_\_\_\_ for failure to submit proof of insurance. Additionally, a $150 stickering fee was applied to your moorage account to cover expenses incurred in securing the vessel. The Port requires proof of insurance and full paymentof all current charges on your account in order to release the vessel.

As a reminder and pursuant to RCW 53.08.480, the Port requires proof of general, legal and pollution liability insurance with a minimum limit of $300,000 per occurrence. The Port of Anacortes must also be listed as an additional insured with respect to these policies.

If **PROOF OF INSURANCE meeting these requirements** is not receivedwithin fifteen (15) calendar days of the date of this letter, the Port may cancel your moorage agreement and proceed with an eviction notice.

We urge you to act now to provide proof of current insurance. You may contact this office at (360) 293-0694 for further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

Brian Geer

Director of Marina

Port of Anacortes

*Certified Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*