

Sample Broker of Record Letter (Other than CF)
(Must be on the Company's Letterhead)

Date

Broker Name
Broker Address
Broker City, State and Zip
Re:

Carrier Contact Name
Carrier(s)
Carrier Address
Carrier City, State Zip

To Whom It May Concern:

This is to notify you that I have appointed **Broker Name** of **Agency Name** whose business address is **Street Address, City, State and Zip** as my broker of record with respect to coverage provided by **Carrier Name**. *(If multiple carriers/products please add in grid below)* This appointment is in conjunction with GBS as the **Administrator or Wholesaler**.

Sincerely,

Client Name and Title

Cc:

Carriers and Products included in this BOR:

Carrier	Product