

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:

Group EIN:

Tia Gray

The Hartford

Ms Gray,

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