

Group's Company Letterhead
111 Blank Ave.
City/State/Zip
Ph – (000)000-0000
Fax – (000)000-0000

Sample Broker of Record Letter from Customer

<<Date>>

MetLife
18210 Crane Nest Drive
Tampa, FL 33647

RE: Broker Change **(Group#)**

Dear MetLife:

This letter confirms that as of <<00/00/00>> we have appointed <<John Doe>> of <<XYZ Agency>> as our exclusive Broker of Record for << list all coverages affected>>. This appointment entitles <<XYZ Agency>> to any and all commissions due as of the effective date mentioned above. In addition, we authorize you to supply <<XYZ Agency>> with any and all information they may request relative to the <<Customer Name>> account.

This letter supercedes any previous such appointments and shall remain in force until rescinded in writing. If you have any questions or concerns, please direct them to our MetLife <<Account Executive Name>>, <<Address and Phone Number>>

New broker of record information: <<Writing producer name>>
<<Agency Name, Tax ID number>>
<<Street Address>>
<<City, State, Zip Code>>
<<Phone Number>>

Thank you,

<<Authorized Signature>>
<<Customer Name>>

cc: <<XYZ Agency>>