

**SAMPLE BROKER OF RECORD LETTER  
(ACCOUNT COMPANY LETTERHEAD)**

Date \_\_\_\_\_

Carrier Name \_\_\_\_\_

Group # \_\_\_\_\_

This is to notify you that our company has appointed \_\_\_\_\_

as our sole insurance representative with respect to our medical coverage.

Greater Metro Agency Inc. will be the General Agent of record.

This is to be effective \_\_\_\_\_.

This designation will remain in effect until we notify you in writing of any other change.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title