

AGENT OF RECORD LETTER

[Date]

[Insurance Company Name]

[Address]

Re: AGENT of RECORD LETTER

[Policy Number and type of coverage]

[Policy period or policy term]

Dear [Recipient's Name or Title],

I am writing to inform you that I/we have appointed The ABC Agency as my/our Agent of Record, effective [date]. This decision was made after careful consideration of my/our insurance and bonding requirements, and we believe that The ABC Agency is best suited to represent our interests.

Please be advised that this letter constitutes my/our authorization to furnish the representative of The XYZ Agency with all information they may request regarding our insurance contracts, schedules, worksheets, claims history, or other data.

This letter will remain valid until formally rescinded in writing by me/an authorized corporate officer of our Company.

Thank you for your attention to this matter, and please do not hesitate to contact me with any questions or concerns.

Sincerely,

[Name]

[Title]