

Please copy this on your letterhead

Agent of Record Letter of Appointment

Date: **Today's Date**

To: All Insurance Carriers

From: **Your company's name (company requesting quotes)**

Re: Group Benefits Program

To whom it may concern.

This letter appoints The Benefit Guys to act as our Agent of Record for the purpose of soliciting quotations and negotiating on our behalf regarding our Employee Benefits Program.

This is our authorization to any insurance company or other organizations underwriting such plans to supply The Benefit Guys and their team members, with all information that may be requested regarding existing plans, possible future plans, or quotations on our Employee Benefits Plan.

This also constitutes our request to any such organization to recognize The Benefit Guys as our Agent of Record with respect to any such plans and to pay any commissions that may be due on such business. This letter hereby revokes any previous appointment of agents or brokers for our Employee Benefits Plan.

Yours Truly,

Company

Signature of Official and Title