



BROKER OF RECORD LETTER

Policy/Quote Number: _____
Property Insured: _____
Policy Period: _____

Gentlemen;

Please be advised that effective _____ (date), I/we have appointed:

_____ (agency/broker name) as the agent and broker with regard to insurance for the risk mentioned above.

Please select one:

- I hereby request that ACE **waive** their customary 10 day courtesy period which allows the original Agent/Broker to produce a superceding (countermanding) broker of record letter. (Not valid in Louisiana)
- I hereby request that ACE **maintain** their customary 10 day courtesy period which allows the original Agent/Broker to produce a superceding (countermanding) broker of record letter.

Sincerely;

(Name)	_____	&	_____
(Title)	_____	&	_____
(Street Address)	_____		_____
(Street Address)	_____		_____
(City/State/Zip)	_____		_____
(Signature)	_____		_____

Agency/Broker Information:

Address: _____
 Address (continued): _____
 Contact Person: _____
 Phone Number: _____ Fax Number: _____

 ACE Producer Code: _____