

BROKER OF RECORD - Renewals

Sample Letter for Renewals on an existing account

EMPLOYER'S LETTERHEAD (Name, mailing address)

<Type current date>

State Compensation Insurance Fund
1030 Vaquero Circle, Building C, 2nd Floor
Vacaville, CA 94588
Attn: Broker of Record Desk

Re: <Type Employers' name
Policy or Quote Number>
Renewal Date
<Type Your Agency's Name>
StateFund First (Access #00102493)
Service@statefundfirst.com

To Whom It May Concern:

We hereby appoint Arthur J. Gallagher/StateFund First (Access #00102493) as our exclusive Broker of Record in regard to the above referenced brokered policy with State Compensation Insurance Fund. This appointment is intended to revoke all prior appointments and shall remain in effect until I, or my successor, in writing, terminate it.

By signing this letter below, I state and declare that I am authorized to execute this appointment for, and in behalf of, <Type name of employer>.

Sincerely,

(Signature)

(Printed name)
(Title of Signer)