

## **BROKER OF RECORD - New Business**

***Sample Letter for New Business during the quote process***

<Type current date>

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

Re: <Type Employers' name  
Policy or Quote Number>  
<Type Your Agency's Name>  
StateFund First (Access #00102493)  
[Service@statefundfirst.com](mailto: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 their quote submission 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)