



# 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: \_\_\_\_\_