

**SAMPLE  
BROKER OF RECORD LETTER  
MUST BE ON COMPANY LETTERHEAD**

August 15, 2005

Carrier Name  
Carrier Address  
City, State Zip

Re: Client Name  
Client Group Number

Dear Salutation:

Effective immediately, please name West Ridge Insurance Agency, Inc. dba Yozell Associates as broker of record on our group insurance program.

Please forward all correspondence to **Yozell Associates Contact** attention at:

Yozell Associates  
175 Federal Street, 12<sup>th</sup> Floor  
Boston, MA 02110

Please do not hesitate to call should you have any questions.

Sincerely,

Client Contact  
Client Title  
Company Name

CC: John A. Yozell  
Marijane Norris Geary