October 3, 2011

{{ losing insurance company’s address }}

|  |  |  |
| --- | --- | --- |
| RE: | {{ customer’s company name }} | |
|  | Policy # | {{ policy number }} |
|  | Policy Effective: | {{ policy effective date }} |

To Whom It May Concern:

Please be advised that effective {{ policy effective date }} or at renewal if you do not accept mid-term BORs, we have appointed Sundance Insurance Group 9555 South Eastern #220 Las Vegas, NV 89123 as our agent and broker respectively to all of our insurance and bonding requirements. This authorization is will remain enforce until a rescinding authorization is signed by us.

This letter also constitutes your immediate authority to furnish the representatives of Sundance Insurance Group with any and all current and old information they may request regarding our current and historical insurance contracts, schedules, worksheets, bonds and/or other data. Sundance Insurance Group has been authorized by us to negotiate with any and all insurance companies and service all of our accounts from October 3, 2011 forward (mid-term and through renewal).

However, all premium transactions (ie. endorsements, audits, etc), including their commission on the policy issued through the current Agent/Broker remain their responsibility. Losses occurring prior to the date of change, along with subsequent changes, regardless of report date, remain charged to the current Agent/Broker. Sundance Insurance Group is not responsible, however, for any errors or omissions that may have occurred in insuring the account prior to the effective date of this Broker of Record assignment. This letter supersedes any previously issued Broker of Record letters.

Please immediately fax / email a current copy of my policy(ies) and loss runs to:

* Sundance Insurance Group, 702-270-8290 or tim@sundanceinsurancegroup.com

Sincerely,

{{ customer name }}

{{ customer company }}