

INSTRUCTIONS – Broker of Record Letter

Please provide the following format on your company letterhead; must have an original signature.

[Date]

Patricia Zenizo
Preferred Bonding & Insurance Services
1800 McCollum St.
Los Angeles, CA 90026

Re: Broker of Record

This is to confirm that as of today we have appointed Preferred Bonding & Insurance Services as our Broker of Record with respect to bonding. Effective immediately, this appointment rescinds any previous appointment you have on file and shall remain in full force until canceled in writing.

We specifically request that you waive the standard 10 day waiting period, so we can proceed with the change immediately.

This letter also constitutes your authority to furnish this representative with all information they may request as it pertains to our insurance contracts, rates, rating schedules, surveys, reserves, retentions, and all other financial data they may wish to obtain for study of our present and future requirements in connection with the surety bonds to which this letter applies.

This recognition of Preferred Bonding & insurance Service as our bond broker entitles them to all commissions and service allowances paid by your company in conjunction with their placement, installation, and servicing of our surety bonds.

Sincerely,
[You're Company Name]

Name
Title