INSERT TODAY’S DATE

*USA Telecom Insurance Services*

*854 Washington Street NW*

*Suite 200*

*Gainesville, GA 30501*

Re:       Agent of Record Letter

To Whom It May Concern:

This is to advise that for the upcoming policy effective period, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (agent/producer) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (agency) is appointed Agent of Record with respect to our insurance program.

This appointment rescinds all previous appointments and the authority shall remain in force until canceled in writing by us.  We understand that the current agent will be given 10 day notice before this letter takes effect.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Corporate Officer Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name)

**IMPORTANT, PLEASE NOTE - BY SIGNING THIS LETTER YOU ARE CHANGING YOUR INSURANCE AGENT FOR THE UPCOMING POLICY EFFECTIVE PERIOD, NOT THE CURRENTLY ACTIVE POLICY PERIOD. YOUR EXISTING AGENT WILL RETAIN ITS EXISTING ACCOUNTABILITIES UNTIL THE CURRENT POLICY PERIOD EXPIRES.**