

[Insured's Letter Head]

Date:

TO: [Carrier]

RE: [Named Insured] [policy number: effective date:]

To Whom It May Concern:

Effective immediately, we will appoint Sweet and Baker Insurance Brokers as our exclusive retail broker and Crump/Tri-City Brokerage as our exclusive wholesale broker and representatives for the above referenced insurance policy (ies). Please immediately make available to them any and all information and documents pertaining to our insurance program.

This authority empowers Sweet and Baker and Crump/Tri-City Brokerage to negotiate on our behalf all matters affecting our insurance program including those which may precede this appointment.

Any deficiencies, errors or omissions created or caused by previous insurance brokers or representatives shall not be Sweet and Baker or Crump/Tri-City Brokerage's responsibility, and in making this appointment we relieve them from such liability.

This appointment rescinds all previous appointments and shall remain in full force until canceled in writing by a duly authorized representative of Sweet and Baker Insurance Brokers. We request you waive any customary waiting period, as we will not be issuing a rescinding letter.

Best regards,

[Insured's Signature]

Title _____