**Company Letterhead**

***(Company/Client Information)***

***Blank Corporation***

**111 Blank Ave.**

**Tampa, FL 00000**

**Ph – (000)000-0000**

**Fax – (000)000-0000**

**<< Date >>**

MetLife

18810 Cranes Nest Drive

Tampa, FL 33647

RE: Broker Change

Dear MetLife:

This letter confirms that as of **<< Date >>** we have appointed **<< Broker/Agent name >>** and Martin Financial Group (general agent) as our exclusive Broker of Record for Life, Dental and/or Health coverage’s. This appointment entitles **<< Broker/Agent name >>** to any and all commissions due as of the effective date mentioned above. In addition, we authorize you to supply **<< Broker/Agent name >>** with any and all information they may request relative to the **<< Company/Client >>** account.

This letter supercedes any such previous appointments and shall remain in force until rescinded

in writing. If you have any questions or concerns, please direct them to our **<< Company/Client >>** Account Executive, **<< Name, Address, Phone number of group contact at company >>**

New broker of record information:

**<< Broker/Agent name >>**

**<< Agency, Tax ID number>>**

**<<111 Alpha Blvd.>>**

**<<Tampa, FL 00000>>**

**<<(000)000-0000>>**

Thank you,

**<< Authorized Signature >>**

**<< Blank Corporation >>**

**cc: << Broker/Agency >>**