



Date:

Excelsure Insurance Services  
1041 W. 18<sup>th</sup> Street, Suite A204  
Costa Mesa, CA 92627

Re: Insured:

Policy #:

Effective Date:

To Whom It May Concern:

This letter will serve to notify you that effective immediately, we have appointed Excelsure Insurance Services as our exclusive insurance broker(s) with respect to the above referenced submission.

Excelsure Insurance Services is hereby authorized to negotiate directly with any interested company regarding changes in the existing insurance policies and in closing, changing, increasing or canceling insurance carried under temporary binder or cover notes

We have notified the prior agent of this decision and will not sign any countermanding letter. This letter is final and shall not be superseded by any other broker of record letter.

If you have any questions, please contact Excelsure Insurance Services for further clarification at (800) 987-5051.

Sincerely,

---

Signature

Title:

Company: