

Copy this page onto your letterhead, sign & fax back

Date: _____

Gaslamp Insurance Services
1111 6th Avenue
3rd Floor
San Diego, CA 92101

Re. Insured : _____
 Policy #: _____
 Effective Date: _____

To Whom It May Concern:

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

Gaslamp 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 understand, however, that they will not share responsibility for any deficiencies in the insurance program to which this letter applies until they have had a reasonable opportunity to review and to provide us with their recommendations. I understand that while compensation, if any, will be paid to Gaslamp Insurance Services, they are not responsible for any return commission/income or return premium which is due the insured or insurer.

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

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 This letter is final and shall not be superseded by any other broker of record letter.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 Gaslamp Insurance Services for further clarification.

Sincerely,

Signature
Title: _____
Company: _____