PLEASE PRINT ON YOUR COMPANY LETTERHEAD

Wednesday, June 10, 2020

COMPANY  
POLICY NUMBER

To Whom It May Concern,

Please be advised that our company would like to appoint Thams Agency LLC to be our Broker/Agent of Record immediately. This letter authorizes Thams Agency to solicit and negotiate the placement of our insurance package with your insurance company. Please disregard any waiting period.

Regards,

INSERT NAME OF PERSON SIGNING