

Your Company Name & Contact Information - or letter head

Today's Date

VIA FAX

To: ~~Pac Advantage~~ Name of Insurance Company

Subject: Change of Broker
Policy # _____

Gentlemen,

We would like to have Steve Shorr Insurance # 596610 as our broker on this policy. We understand that the rates, benefits, policy terms and renewal provisions will remain the same.

Thanks,

Owner's or Authorized Persons Signature

cc: Steve Shorr Insurance