

SAMPLE
BROKER OF RECORD LETTER

To Whom It May Concern:

We recognize (Producer's Name) of (Agency Name, if any) as our exclusive broker of record. As such, he/she should have access to our records, have the ability to negotiate on our behalf and should receive commissions paid by Blue Cross and Blue Shield of Illinois for his/her services. I understand this letter precludes other brokers from obtaining information or quotation from Blue Cross for my company until such time as this letter is revoked.

Sincerely,

(Signature of Authorized Purchaser)