

Sample Broker of Record Letter
(Must be on the Company's Letterhead)

Date

Broker Name
Broker Address
Broker City, State and Zip
Re:

Guardian
One Lakeshore Drive Ste. 203
Bridgewater, MA 02324

Group Number:
Renewal Date:

To Whom It May Concern:

This is to notify you that I have appointed (**Broker Name**) of (**Agency Name**) whose business address is (**Street Address, City, State and Zip**) as my broker of record with respect to coverage provided by Guardian.

In addition to the BOR, the group is naming **Group Benefit Services as the plan administrator/TPA** including enrollment services, premium collection/remittance, etc.

Group Benefit Services will be responsible for handling all future billing and administration.

Sincerely,

Client Name and Title

Cc:

Products included in this BOR:

Carrier	Product