

Date: _____

RE: BROKER OF RECORD

To whom it may concern:

Effective this date, please recognize Maloney & Associates Insurance Services as Broker of Record for our company with respect to our surety bonding.

All documentation or financial information previously submitted to you by others can now be utilized for the benefit of my new Broker. This information will remain confidential for the benefit of our relationship.

All future premium payments, installments, and changes shall be the responsibility of Maloney & Associates Insurance Services. However, any return premiums for bonds written through the prior broker shall be the responsibility of that broker.

In order to expedite this transition, we ask that the 10-day countermanding period be waived.

Your cooperation in complying with the above will be appreciated.

Sincerely,