

**Re: Broker of Record**

To Whom It May Concern:

This letter is notification that we have appointed Employee Benefits Inc., (EBI) as our broker of record for our group insurance. This appointment is to become effective immediately.

Please forward to their attention all future correspondence regarding our coverage(s); including all renewal action; benefit or contract changes and any other information pertinent to our group insurance.

	Carrier	Group Number
Medical	_____	_____
Dental	_____	_____
Vision	_____	_____
LTD	_____	_____
STD	_____	_____
Life	_____	_____
401(k)	_____	_____

Sincerely,

January 6, 2009  
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By

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Title

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Company Name

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Dated

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