

Agent/Broker of Record Letter Requirements

1. The letter should be on customer's letterhead.
2. The letter should be signed by a company official authorized to make insurance decisions.
3. The five-day (5-day) waiting period should not be waived, except in an emergency.
4. The attention line should read the name of the insurance companies that the letter is to be sent to or alternatively read "All Aviation Insurance Companies"
5. Please completely fill out all four spaces at the bottom of the letter, including signature, printed or typed name, current date, and current title.

Date: _____

Attention: _____

This is to certify that effective the _____ day of _____ 20____
Davidson & Derion Insurance is my only authorized representative for the purpose of arranging
aviation insurance on my behalf.

I understand that your company will release a quotation for my insurance to only one agent or
broker, and that by signing this letter, I am terminating the ability of any other agent or broker
(including my current agent or broker) to obtain a quotation or to bind aviation insurance with
your company.

This letter will remain valid until formally rescinded in writing.

Sincerely,

Insured signature

Date

Name

Title