

Sample Broker of Record Letter (CFMD/DC/VA)  
(Must be on the Company's Letterhead)

Date

Broker of Record

Broker Name

Broker Address

Broker City, State and Zip

Re:

Renewal Date:

Group#:

BCC

Carefirst BCBS

10455 Mill Run Circle

Mail Stop OM1 420

Owings Mills, MD 21117

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 CareFirst.

This appointment is in conjunction with GBS' as the **General Producer or Full Service Producer**.

Sincerely,

Client Name and Title

Cc:

**Carriers and Products included in this BOR:**

Carrier	Product