

**(Your Company Letterhead)**

(Date)

(Insurance Company Name)

(Group or Policy #)

Dear Sir or Madam,

I hereby designate McCarthy Stevenot Agency, Inc., 209 Main St., Milford, OH 45150 as Agent of Record for insurance benefits as provided by your company.

I authorize McCarthy Stevenot Agency, Inc. to request information regarding alternative plans available to me or my group, if any.

I understand that compensation will now be paid to my new broker.

Sincerely,

(Your name)

(Title)