[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

Subject: Disclosure of Our Legal Duties and Obligations

Dear [Policyholder Name],

As your insurance representative, we are committed to transparency regarding our professional responsibilities. This letter outlines the legal duties and obligations we owe to you as our client.

1. Duty of Care
We are obligated to exercise the care, skill, and diligence that a reasonably prudent business person in the insurance field would exercise under similar circumstances. This includes accurately processing your applications and following your instructions.

2. Duty to Procure Insurance
If we agree to obtain insurance for you, we have a legal obligation to use reasonable efforts to secure the requested coverage. If we are unable to obtain the coverage, we must notify you promptly so you may seek alternative options.

3. Duty to Inform and Advise
We are responsible for explaining the terms, conditions, and exclusions of the policies we recommend. We must ensure you understand the limits of your coverage and any significant changes made to your policies upon renewal.

4. Duty of Honesty and Good Faith
We act as your representative in good faith. This involves providing truthful information regarding policy costs, carrier stability, and the suitability of products for your specific needs.

5. Confidentiality and Privacy
We are legally bound to protect your personal and financial information. We comply with all state and federal privacy laws regarding the collection, storage, and sharing of your data.

6. Fiduciary Responsibility regarding Premiums
We have a legal duty to handle all premium payments in a fiduciary capacity, ensuring that funds are transferred to the appropriate insurance carriers in a timely and secure manner.

Please note that while we provide guidance, the final decision regarding the amount and type of coverage remains with you. We encourage you to review your policy documents thoroughly.

If you have any questions regarding these obligations, please contact us at [Phone Number].

Sincerely,

[Agent Name/Signature]
[Title]
[Agency Name]