

[Date]

[Producer Name]

[Producer Address]

[City, State, Zip Code]

Subject: Notice of Appointment and Regulatory Compliance Requirements

Dear [Producer Name],

We are pleased to inform you that [Company Name] has formally processed your appointment as an independent producer effective [Date].

As an appointed representative, you are required to adhere to all state and federal insurance regulations. Please ensure you maintain compliance with the following:

- **Licensing:** You must maintain an active insurance license in all resident and non-resident jurisdictions where you conduct business.
- **Continuing Education:** You are responsible for completing all state-mandated continuing education requirements to keep your license in good standing.
- **Anti-Money Laundering (AML):** You must complete required AML training every [Number] years as per company policy and federal law.
- **Market Conduct:** All solicitations and sales must be conducted ethically, ensuring all product disclosures are provided to the consumer.

Please notify our Compliance Department immediately of any formal complaints, disciplinary actions by regulatory bodies, or criminal proceedings initiated against you.

Failure to maintain these standards may result in the immediate termination of your appointment.

Sincerely,

[Name of Sender]

[Title]

[Company Name]

[Phone Number]

[Email Address]