

**Date:** [Insert Date]

**To:** [Main Producer/Agency Name]

[Address]

[City, State, Zip Code]

**Subject:** Sub-Producer Appointment Compliance Confirmation

Dear [Contact Name],

This letter serves as formal confirmation that [Sub-Producer Name/Entity] is in full compliance with all regulatory requirements and contractual obligations necessary for appointment as a sub-producer under [Main Agency Name].

We hereby certify the following:

- **Licensing:** The sub-producer holds all valid and active insurance licenses required by the state(s) of [List States] for the lines of authority being transacted.
- **Background Check:** A comprehensive background check has been conducted, and no disqualifying criminal history or regulatory actions were found.
- **E&O Insurance:** The sub-producer maintains Errors and Omissions (E&O) liability insurance coverage with limits of at least [Amount] per claim, which is currently in force.
- **Regulatory Compliance:** The sub-producer is in compliance with all applicable state and federal laws, including anti-money laundering (AML) and privacy regulations.

Supporting documentation regarding the above certifications is maintained on file and can be provided upon request for auditing purposes.

Please update your records to reflect the active appointment status of [Sub-Producer Name] effective as of [Effective Date].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]