

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Formal Adherence to National and State Do Not Call (DNC) Registries

Dear [Recipient Name],

This letter serves as a formal notification regarding our brokerage's commitment to strict adherence to the Telephone Consumer Protection Act (TCPA) and all associated National and State Do Not Call (DNC) Registry regulations.

As a commercial insurance brokerage, [Brokerage Name] ensures that all sales and marketing personnel follow the protocols listed below:

- **Scrubbing Procedures:** All outbound solicitation lists are scrubbed against the National Do Not Call Registry and applicable State registries every [Number] days.
- **Internal Suppression List:** We maintain a centralized internal "Do Not Call" list. Any prospect who requests not to be contacted is added to this list within [Number] hours and is permanently excluded from future solicitation.
- **Training and Monitoring:** All staff members undergo mandatory training regarding telemarketing laws and our internal compliance policies. Calls are monitored to ensure professional conduct and regulatory compliance.
- **Identification:** At the beginning of any solicitation call, our representatives provide their name, the name of the brokerage, and a contact telephone number or address.

We take consumer privacy and regulatory compliance seriously. If you have any questions regarding our DNC policy or wish to verify our adherence procedures, please contact our Compliance Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Brokerage Name]