

Date: [Insert Date]

To: [Insert Producer Name/Agency Name]

From: [Insert Compliance Department/Principal Name]

Subject: Annual Fiduciary Duty Compliance Certification

Dear [Insert Producer Name],

As part of our commitment to regulatory compliance and ethical standards, this letter serves as your formal annual notification regarding your fiduciary duties as an agency producer for [Insert Company Name].

1. Duty of Loyalty: You are required to act solely in the best interest of the client at all times, placing their needs above your own financial interests or those of the agency.

2. Duty of Care: You must exercise the skill, care, and diligence that a prudent professional would exercise under similar circumstances when providing advice or recommending products.

3. Disclosure of Conflicts: You must provide full and fair disclosure of all material facts and potential conflicts of interest, including compensation structures, that may influence your recommendations.

4. Suitability: You must ensure that all recommended products are suitable for the client based on their specific financial situation, investment objectives, and risk tolerance.

Producer Acknowledgment:

By signing below, I certify that I have read, understood, and complied with my fiduciary obligations during the past calendar year. I further certify that I have disclosed all potential conflicts of interest to my clients and the agency.

Signature of Producer

Date

Printed Name