

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Broker Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: FINAL NOTICE OF TERMINATION OF BROKER APPOINTMENT

Dear [Broker Name],

This letter serves as formal and final notification that [Your Name/Company Name] is canceling your appointment as our broker of record, effective immediately as of [Effective Date].

This cancellation applies to all insurance policies and accounts currently managed by your agency, including but not limited to:

- [Policy Type/Number 1]
- [Policy Type/Number 2]

Please be advised that you are no longer authorized to represent our interests, negotiate on our behalf, or access our account information with any insurance carriers. We have instructed all relevant carriers of this change.

We request that you provide a final statement of account and transfer any pending files or documentation to our office within [Number] business days. We also revoke any previous Broker of Record letters signed in your favor.

Thank you for your past services.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]